

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



**SUPPORTING DOCUMENT  
(2022-2023)**

**6.5.2 ACADEMIC AND ADMINISTRATIVE AUDIT  
P.G. DEPARTMENT OF COMMERCE**

**Dr. Maneeta Kahlon  
Principal**

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

**Mrs. Maninder Kaur  
H.O.D. & Bursar**

BURSAR  
G.N. Kh. College for Women,  
Model Town, LUDHIANA.

# **Action Taken Report 2022-23**

**June 2022 - December 2022**

**<https://www.gnwldh.com/wp-content/uploads/2023/12/ATR-Final-Report-Odd-Semester.pdf>**

**January 2023 - May 2023**

**<https://www.gnwldh.com/wp-content/uploads/2023/12/ATR-Final-Report-Even-Semester.pdf>**

## Academic & Administrative Audit Format

1. Academic Session: \_\_\_\_\_ 2022-23 \_\_\_\_\_

2. Department: \_\_\_\_\_ PG Department of Commerce \_\_\_\_\_

3. HOD: \_\_\_\_\_ Mrs. Maninder Kaur, Associate Professor \_\_\_\_\_

Mobile: \_\_\_\_\_ 9872727865 \_\_\_\_\_ E-mail id: \_\_\_\_\_ maninderkaurrekhi@gmail.com \_\_\_\_\_

### 4. Details of Academic Programmes

Sr. No.	Programme	Start Year	Sanctioned Intake	Actual no. of Admissions
1	B.com I	225	210 + Additional	200
2	B.com II	147	210	144
3	B.com III	171	210	168
4	M.com I	43	40	41
5	M.com II	35	40	35
6	B.com II (Hons.)	52	60	50
7	B.com III (Hons.)	35	60	35

(Supporting document – Time Table attached as Annexure I)

5. Was Academic Calendar Prepared at the beginning of the session and strictly adhered to?(Yes/No) Yes

(Supporting document – Academic Calendar / Monthly Teaching Plans attached as Annexure II)

**6. Plan of Action Chalked by the department in the beginning of the Academic Year towards Quality Enhancement and the Outcome achieved by the end of the Academic Calendar**

Sr. No.	Plan of Action	Achievements / Outcomes
1	To organize orientation of students & review of syllabus to be done	Meeting for Review of Syllabus done on August 09,2022 Orientation held on August 17, 2022. & January 16, 2023 (beginning of each Semester)
2	To Organize a National Seminar	A Two Day National Seminar sponsored by ICSSR on the topic “The Road Map for Enhancing Employability: Reviewing and Reflecting on the Special Skills on Life Long Learning” was held on September 23-24, 2022.
3	Decluttering of Departmental Library and Distribution of Books	Done on August 22-25, 2022 and January 23, 2023 Books were distributed as per prior schedule shared with students.
4	To Promote Ethical valuesby organizing various activities	<ul style="list-style-type: none"> <li>• Sangrand Celebration on March 14, 2023</li> <li>• Mentors encourage the students to participate in various activities which are organized by different clubs and societies under IQAC which promote ethical values.</li> </ul>
5	To identify advance learnersand slow learners & Organize Special Program	<ul style="list-style-type: none"> <li>• Advance Learners Felicitated on April 18, 2023</li> <li>• Slow Learners- Mentors guided them</li> <li>• Remedial classes were held from November 19-25, 2022 and April 20-27, 2023</li> </ul>
6	To Observe National Farmer’s Day in order to highlight the role and contribution of farmers	Farmer’s Day Observed on December 23, 2022
7	To Organize a session onUnion Budget & Central Excise Duty	Overview of Union Budget 2023 held on February 03, 2023 & Central Excise duty day celebrated on February 24, 2023
8	To Organize number of activities for students	<ul style="list-style-type: none"> <li>• Extension Lecture on the topic Career Opportunities with Tally Certification was organized on September 27, 2022</li> <li>• Competition on “Mukadamo Ki Peshkash” held on October 10, 2022</li> <li>• Investor Awareness Program, organized on January 19, 2023</li> <li>• Organized various activities like advertising copywriting, ad mad show, collage making and group discussion on the theme “Leaning through Creativity on February 27, 2023”</li> <li>• Teachers also conduct group discussion and other activities in</li> </ul>

		the classroom as well.
9	To organize Industrial Visits	<ul style="list-style-type: none"> <li>To Mrs. Bectors Food Specialties Ltd.(Cremica) on September 20, 2022 for M.Com 1<sup>st</sup> semester students</li> <li>To Duke Fashion India Ltd for M.Com 3<sup>rd</sup> semester students on October 12, 2022</li> <li>To Shreyans Industries Ltd Ahmedgarh (Paper Mill) on January 31<sup>st</sup> 2023 for B.Com Hons. 4<sup>th</sup> semester students</li> </ul>

### 7. List of faculty members with details of Mandatory Key Result Areas

S. No.	Name		Details of Paper published in Journal	Details of Paper Presented at Conference	Details of Paper Presented	Details of Paper published in an edited book	Details of FDP/ Orientation/ Refresher Course
	Odd Semester	Even Semester					
1	Mrs. Maninder Kaur	Mrs. Maninder Kaur					
2	Mrs. Manmeet Kaur	Mrs. Manmeet Kaur					
3	Dr. Kuldeep Kaur	Dr. Kuldeep Kaur					
4	Dr. Neetu Prakash	Dr. Neetu Prakash					
5	Mrs. Punpreet Kaur	Mrs. Punpreet Kaur					
6	Mrs. Manpreet Kaur	Mrs. Manpreet Kaur					
7	Mrs. Rajwinder Kaur	Mrs. Rajwinder Kaur					
8	Dr. Pratibha Tyagi	Dr. Pratibha Tyagi					
9	Ms. Pavneet Kaur	Ms. Pavneet Kaur					

10	Ms. Neha Dawar	Ms. Neha Dawar					
11	Dr. Anu Gupta	Dr. Anu Gupta					
12	Mrs. Baljeet Kaur	Mrs. Baljeet Kaur					
13	Mrs. Monica Sharma	Mrs. Monica Sharma					
14	Ms. Blossom Singla	Ms. Blossom Singla					
15	Ms. Bhumika Mittal	Ms. Chakshu Khanna					
16	Ms. Dilpreet Kaur	Ms. Jeenia Setia					

(Supporting document – Department Report attached as Annexure III)

### 8. Students Profiling after Admission

a. Was the Profiling done into Advance & Slow Learners (Yes/ No): Yes

b. List the Initiatives taken for Advance & Slow Learners

S. No.	Initiatives for Advance Learners	Initiatives for Slow Learners
1	Organizing Extension Lectures/ Seminars and encouraging advance learners to attend and present papers there in. This initiative is undertaken to give them exposure and make them industry ready and excel in their careers.	Bilingual explanation and discussion are done with the aim of reaching out to the slow learners so that they can be brought at par with the rest of class
2	Students are provided platform to develop their personality in the field of academic co-curricular and extra-curricular activities and are encouraged to participate in all competitions	Remedial classes are organized for them
3	Felicitating & granting Scholarship	Assist students in their weak areas of performance

4	Giving career guidance by organizing special sessions	Using online sources like YouTube and Whatsapp to increase their understanding of the subject
5	Assignments and presentation on more challenging topics were assigned to bright students to inspire and motivate them.	Frequently varying instructional techniques in classroom itself & checking for understanding during lessons.
6	Special Counseling sessions are organized for AL. Their performance and progress were assessed through usual classroom queries, class tests & assignments. During these sessions they are motivated to discuss various topics they are interested in to improve their learning ability and level of comprehension.	Encouraging them to participate in class discussion
7	AL can take extra reading material from the library. They are also given extra books from the department library by teachers.	Providing peer Tutoring by high ability classmates
8	Organizing Industrial Visits	<ul style="list-style-type: none"> <li>• To Mrs. Bectors Food Specialties Ltd.(Cremica)</li> <li>• To Duke Fashion India Ltd</li> <li>• To Shreyans Industries Ltd Ahmedgarh (Paper Mill)</li> </ul>

(Supporting Document- Students Profiling details attached as ANNEXURE IV)

## 9. Contribution of Alumni to the development of the department

Alumni are assets that can provide mutually beneficial relationship over time. They are expected to perform many roles effectively such as promoting institutional brand, providing mentoring to ongoing students, facilitating summer training, providing valuable feedback and so on. Alumni Association serves a pivotal role shaping & preserving a lasting relationship between former students and the institute to keep them in touch with the present growth, development & also challenges before the institute. As a regular practice Alumni meet is held annually in which the Alumni are informed about the current changes, achievements and future plans. Our Alumni exhibit an interest in the future of the institution.

Constructive suggestions to upgrade the institute's social commitment stature are also invited. Contribution of Alumni in the development of department happens in non-financial form. They share

their work experiences with the students to cause a blending of theory and practice. They also extend the support in organizing an industrial visit/ summer training and promoting department (institutional) brand through word of mouth marketing.

It is a matter of pride for us that we have **6** alumni in our department. **Mrs. Rajwinder Kaur** is working as a permanent assistant professor while **Mrs. Pavneet Kaur, Mrs. Monica, Mrs. Baljeet Kaur, Ms. Dilpreet Kaur, Ms. Bhumika** came to work with us during this session. Besides this **Mrs. Priyanka Arora** (M.Com 2010 pass out) working as Section Officer, Internal Audit Organization, finance deptt., Government of Punjab came to the college on an official duty. We were overwhelmed to see our own student doing the audit of Post Matric Scholarship Scheme for scholarships to be granted to SC students for the year 2017-2018, 2018-19 and 2019-20. Our Alumni **Mrs. Prabhneet Verma** of Batch 1996 and her mother visited our college to meet all faculty members. During the current session the college celebrated “Valentine Alumni Carnival” on February 17, 2023. Our Alumni and Budding entrepreneurs among students were given chance to set up their stalls of various items.

The Alumni Association of our college is the reflection of its past, representation of its present and link to its future. The alumni indeed play a valuable role in shaping & preserving a lasting relationship between former students and existing students who share a unique & common trait that is they belong to “PG Department of Commerce of GNKCW”.

(Supporting document – Department Report attached as Annexure III)

#### 10. Exemplary Performance Assessment

S. No.	Programme	No. of students with $\geq 80$ Marks	No. of University Positions	University Positions
1	B.Com Sem I (Dec. 2022)	2	1	6 <sup>th</sup> in P.U.
2	B.Com Sem III (Dec. 2022)	5	1	7 <sup>th</sup> in P.U.
3	B.Com Sem V (Dec. 2022)	28	1	4 <sup>th</sup> in P.U.
4	M.Com Sem I (Dec. 2022)	11	2	2 <sup>nd</sup> & 9 <sup>th</sup> in P.U.
5	M.Com Sem III (Dec. 2022)	18	3	3 <sup>rd</sup> , 4 <sup>th</sup> & 9 <sup>th</sup> in P.U.
6.	B.com SemII (May 2022)	15	1	8 <sup>th</sup> in PU
7.	B.com SemIV (May 2022)	18	1	
8.	Bcom Sem VI (May 2022)	39	-	
9.	M.com Sem II (May 2022)	09	3	6 <sup>th</sup> and 2



				students got 10 <sup>th</sup> in P.U.
10.	Mcom Sem IV (May 2022)	18		

(Supporting Document- Merit list details attached as ANNEXURE V and Department Report attached as ANNEXURE III)

### 11. Department Support for University Examinations

No. of Faculty Member involves in University Examination as Evaluators / University Representatives: 15 (Odd Semester) and 15 (Even Semester)

A standard examination system ensure quality assessment & evaluation of teaching & learning in an academic lesson in order to conduct the smooth functioning of the work of examination, support of faculty members as paper setters, paper evaluation, Centre Superintendents, Deputy Superintendents, Assistant Superintendents, Flying Squad etc. is required. Faculty members of PG Department of Commerce have always played an active role in the conduct of university examination. The detail of the duties performed by them is as follows:

Sr. no.		Odd Semester	Even Semester
1	Paper Evaluators	01 • Mrs. Baljeet Kaur	-
2	Coordinator	01 • Mrs. Maninder Kaur	01 • Mrs. Maninder Kaur
3	Centre Superintendents	01 • Mrs. Rajwinder Kaur	01 • Mrs. Rajwinder Kaur
4	Deputy Superintendents	01 • Mrs. Manmeet Kaur	02 • Dr. Kuldeep Kaur • Mrs. Manpreet Kaur
5	Assistant Superintendents (Outsiders)	01 • Dr. Neetu Prakash	02 • Dr. Anu • Mrs. Pavneet Kaur
6	Assistant Superintendents (Invigilator)	10 • Mrs. Manmeet Kaur • Dr. Kuldeep Kaur • Dr. Punpreet Kaur • Mrs. Manpreet Kaur • Dr. Pratibha	08 • Dr. Neetu Prakash • Dr. Punpreet Kaur • Dr. Pratibha • Mrs. Baljeet Kaur • Mrs. Monica

		<ul style="list-style-type: none"> <li>• Dr. Anu</li> <li>• Ms. Dilpreet Kaur</li> <li>• Mrs. Baljeet Kaur</li> <li>• Mrs. Pavneet Kaur</li> <li>• Ms. Blossom</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Chakshu</li> <li>• Ms. Blossom</li> <li>• Ms. Jennia</li> </ul>
7	Conduct of Viva-Voce (Internal)	02 <ul style="list-style-type: none"> <li>• Mrs. Maninder Kaur</li> <li>• Mrs. Rajwinder Kaur</li> </ul>	02 <ul style="list-style-type: none"> <li>• Mrs. Maninder Kaur</li> <li>• Dr. Pratibha</li> </ul>
8	Conduct of Viva-Voce (External) Outside College:	02 <ul style="list-style-type: none"> <li>• Mrs. Manmeet Kaur</li> <li>• Dr. Punpreet Kaur</li> </ul>	-
9	Member of Flying Squad Team	02 <ul style="list-style-type: none"> <li>• Dr. Punpreet Kaur</li> <li>• Mrs. Manpreet Kaur</li> </ul>	01 <ul style="list-style-type: none"> <li>• Dr. Punpreet Kaur</li> </ul>
10	Paper Setter of our University/Other Universities	-	02 <ul style="list-style-type: none"> <li>• Mrs. Manmeet Kaur</li> <li>• Dr. Kuldeep Kaur</li> </ul>

**VI. (Supporting Document- Teachers participated- Curriculum Development, Paper Setting and Assessment attached as ANNEXURE VI)**

**12. Placement Activities (See Placement report on Website – Annexure VII)**

**13. Assessment of Feedback form Stakeholders (See report on Website – Annexure VIII)**

**14. List three Best Practices and three Distinctive Practices currently being practiced at your Department**

**Best Practices**

**1. Orientation Program for Students:**

An orientation program for the students is organized in the beginning of academic year in order to make them aware about the academic scenario, infrastructure, teaching-learning methodology and other support systems of the institute. Students are acclimatized about the new surroundings and given information about the time- table, books, curriculum, and various extracurricular activities to be organized during the semester.

## **2. Industrial Visits:**

Visits are an essential part of the academic curriculum and contribute a lot in holistic student development. Students learn about the current trends in the market, the future scenario of the industry and the new technologies that are being applied in the industry. These visits provide an opportunity for students to see and experience real workstations, plants, machines, systems, assembly lines, and interact with highly trained and experienced personnel. This practical learning experience is necessary for students who have to date studied theory only and are unaware of a real workings. Hence, intending to go beyond classroom learning, various Industrial visits were organized to provide the first-hand exposure to students for identifying the inputs and outputs for different business operations and processes performed at the workplace.

- Mrs. Bectors Food Specialties Ltd.(Cremica) on September 20, 2022 for M.Com 1<sup>st</sup> semester students
- Duke Fashion India Ltd for M.Com 3<sup>rd</sup> semester students on October 12, 2022
- Shreyans Industries Ltd Ahmedgarh (Paper Mill) on January 31<sup>st</sup> 2023 for B.Com Hons. 4<sup>th</sup> semester students

## **3.Mentorship Programme:**

Mentoring is a unique method of supporting students to improve their learning and leadership skills, motivating them towards their future career development. With this in mind, the college has a mentorship programme wherein the faculty members meet the students on day-to-day basis to listen to their issues and guide them on their overall personality development. It helps the fresher's to understand the challenges and opportunities present in the college and develop a smooth transition to campus life. Mentors counsel academically weak students and play an important role in helping them to cope with academic, extra-academic and personal problems. They proactively try to identify problems of the students and to bring them to the notice of the concerned authorities. Thus, Mentors help the students to mature mentally and emotionally and prepare them for future endeavors. Keeping these objectives in mind ,Mentoring Meets were held on August 31, 2022, September 30, 2022, January 31, 2023 and on March 21, 2023

## **Distinctive Practices:**

### **1. Remedial & Extra Coaching Classes for Slow Learners & Advance Learners**

Through the performance in mid-semester examination and participation in classroom activities, our department identified advance learners or high achievers and the slow learners in B.com. The advance learners were given a token of appreciation as encouragement for their outstanding performance.

Remedial classes are conducted for struggling students to provide them with remedial teaching. These classes shore up their basic skills & provide slow learners with an extra support which can help them catch up to their peers. The department also caters to the special learning needs

of advanced learners. The students are provided with extra guidance after the classes whenever necessary. Both the classes are arranged to encourage students to ask as many questions as necessary to understand a subject & clear the concepts.

## **2. Encouraging students to take part in extra curricular activities**

The faculty of the department always encourages students to participate in extra-curricular activities in various clubs and societies 69 students joined NSS, 65 students were enrolled in youth club and red ribbon club and 15 students joined NCC. Besides these a number of students are a part of SAP and various clubs and societies. They participate in various activities as and when organized by these committees.

## **3. Peer Checking**

In order to develop lifelong skills in assessing and providing feedback to others and encouraging the students to self-assess and improve their own work we promote the concept of peer checking. Peer checking is a structured learning process for students to critique and provide feedback to each other on their work. Teachers of our department conduct it in many ways. E.g.

- a) After collection of class tests, redistribution of papers is done randomly along with a grading pattern.
- b) After completing an exam, each student compares and discusses answers with a partner followed by discussion with the subject teacher.
- c) Before distributing the answers sheets of mid semester test, students are asked to do self-evaluation and prepare the tentative score.

This exercise surely improves the overall learning by helping students to become better readers, writers and collaborators.

## **15. Departmental SWOC Analysis**

### **Strengths**

- Well qualified, experienced & dedicated faculty is the pillar of the department.
- Student-centered teaching: A part from regular schedule of class room teaching, teachers attend to the problems of students. Regular mentor-mentee meet are held.
- Teachers also provide counseling to the students for pursuing higher education & Career opportunities.
- Well-equipped Library.
- Students are encouraged to join NCC, NSS, Youth Clubs and other clubs & societies.
- Located in the prime area of the city.

### **Weaknesses**

- Lack of proficiency in language often hampers the students in learning

### **Opportunities**

- Provide Opportunities to the students to excel in various fields like Business, Banks, Accounting firms, industry etc.
- Job opportunities through campus interviews organized by the Placement cell of the college.
- Improving the usage of ICT in teaching learning process
- To organize national/ international conference/ seminars

### **Challenges**

- Competition with other degree colleges.
- To develop social responsibility among students
- To promote research culture among students

### **Future Plan:**

- To organize investment awareness & tax planning for college staff.
- To conduct a national seminar.
- Encourage faculty to publish research work & attend conferences, FDPs & seminar.

## ANNEXURES

**I** Class-wise Time Table for the session

<https://www.gnwdh.com/wp-content/uploads/2023/12/Time-Table-2022-2023-Even-Semester.pdf>

<https://www.gnwdh.com/wp-content/uploads/2023/12/Time-Table-2022-2023-Odd-Semester.pdf>

**II** Academic Calendar/ Monthly Teaching Plan (Planned and Executed)

Sr.no.	Programme	Link of Monthly Teaching Plan
1	B.Com and M.com	<a href="https://drive.google.com/drive/folders/1zxezhGzLQyZm4Pph2ws7pmok3aAqJBM8?usp=sharing">https://drive.google.com/drive/folders/1zxezhGzLQyZm4Pph2ws7pmok3aAqJBM8?usp=sharing</a> <a href="https://drive.google.com/drive/folders/1tn29S06bLbXeO9RZbyN68QJBiZ5hZRvO?usp=share_link">https://drive.google.com/drive/folders/1tn29S06bLbXeO9RZbyN68QJBiZ5hZRvO?usp=share_link</a>

**III.** Departmental Report

<https://drive.google.com/file/d/1ztUdLPpZ5ymzApdqQ0Y3M6fZT9tcwxx/view?usp=sharing>

[https://drive.google.com/file/d/14x19bI34WytIntSU65DqdBXLQxVixw-E/view?usp=share\\_link](https://drive.google.com/file/d/14x19bI34WytIntSU65DqdBXLQxVixw-E/view?usp=share_link)

**IV.** Students Profiling Details:

[https://docs.google.com/spreadsheets/d/1y7ck9pg6etNSxF3uZmGPAFREbaAtSJKq/edit?usp=share\\_link&ouid=110163460884202796460&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1y7ck9pg6etNSxF3uZmGPAFREbaAtSJKq/edit?usp=share_link&ouid=110163460884202796460&rtpof=true&sd=true)

**V.** Merit List:

<https://docs.google.com/spreadsheets/d/1qSQ-d-9piGSwhwzXhEg-cSDw2sWsOs35/edit?usp=sharing&ouid=101140631784431414147&rtpof=true&sd=true>

**VI.** Teachers participated- Curriculum Development, Paper Setting and Assessment

<https://www.gnwdh.com/wp-content/uploads/2023/12/1.1.3-2022-23-Supporting-Document.pdf>

<https://drive.google.com/file/d/1ADDu0HZo-HQOs1JDBeqfpPgiRmC1Yp3a/view?usp=sharing>

**VII.** Placement Report:

<https://www.gnwdh.com/wp-content/uploads/2023/12/Placement-Report-2022-2023-Even-Semester.pdf>

<https://www.gnwdh.com/wp-content/uploads/2023/08/Placement-report-2022-23.pdf>

**VIII** Assessment of Feedback form Stakeholders

[https://www.gnwdh.com/wp-content/uploads/2023/12/1.4.1-Action-Taken-Report\\_2022\\_2023.pdf](https://www.gnwdh.com/wp-content/uploads/2023/12/1.4.1-Action-Taken-Report_2022_2023.pdf)

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



**Session: 2022-2023**

**ACADEMIC AND ADMINISTRATIVE AUDIT  
Department of Business Management**

**Dr. Maneeta Kahlon**

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

**Dr. Nidhi Sharma**

*Head of Department*

**&**

*UGC Coordinator*

Dr. Nidhi Sharma  
UGC Coordinator  
G. N. Kh. College For Women  
Model Town, Ludhiana



### **STRENGTHS**

- \* Well-knit and highly experienced faculty team.
- \* Book Bank Facility.
- \* Strong Mentor-mentee relationship.
- \* Counseling Sessions

### **WEAKNESSES**

- \* Lack of proficiency in language hampers the learning process.
- \* Students of diverse backgrounds take time to come up with new subjects.

### **SWOC ANALYSIS**

### **OPPORTUNITIES**

- \* Upcoming and Trending Career Option.
- \* To utilize ICT tools for improving teaching learning process.
- \* To organize national/ international conference/ seminars.

### **CHALLENGES**

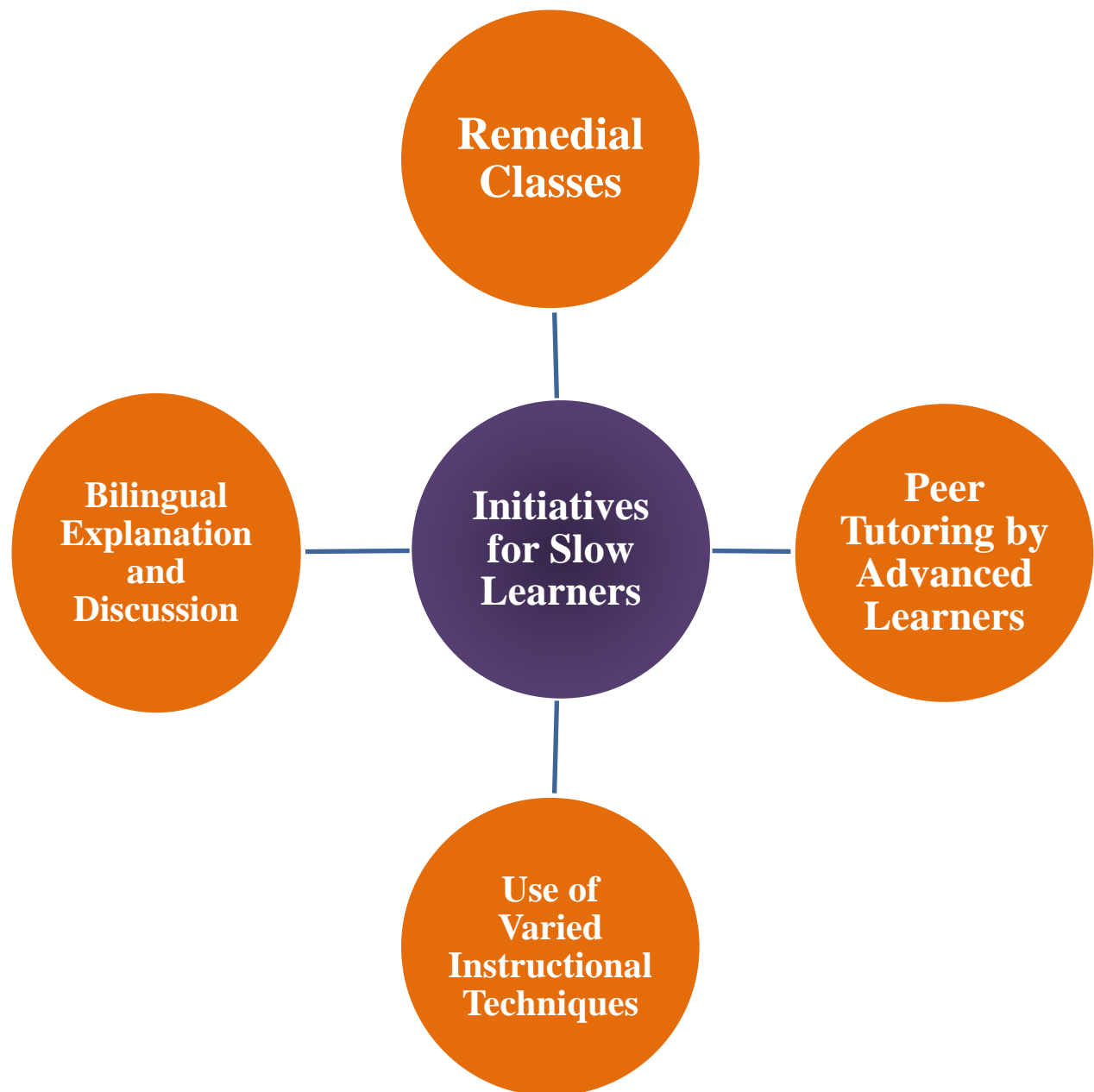
- \* Competition with other colleges in the vicinity of city.
- \* To develop moral values among students.
- \* To inculcate practice of basic reading and concept understanding among students.



# INITIATIVES BY THE DEPARTMENT



# INITIATIVES BY THE DEPARTMENT



# BEST PRACTICES



**INDUCTION PROGRAM**



**MENTOR-MENTEE  
RELATIONSHIP**



**INDUSTRIAL VISITS**

# **DISTINCTIVE PRACTICES**



**REMEDIAL CLASSES  
FOR SLOW LEARNERS**



**ENCOURAGING STUDENTS  
TO PARTICIPATE IN EXTRA  
CURRICULAR ACTIVITIES**



**BOOK- BANK FACILITY**

# TEACHING METHODOLOGY

SMART  
CLASSROOM  
TEACHING

POWER  
POINT  
PRESENTATIONS

GROUP  
ASSIGNMENTS  
AND  
DISCUSSIONS

PRACTICAL  
KNOWLEDGE  
THROUGH  
INDUSTRIAL  
VISITS

INTERCLASS  
ACTIVITIES  
AND  
MANAGEMENT  
QUIZES

EXPERT  
LECTURES  
AND  
SEMINARS

## **OUTCOME BASED EDUCATION**

### **Three Years' Undergraduate Course**

The aim of three years BBA Course is to provide the learners a platform for skill enrichment and enhancement so as to ensure the learner's participation towards the benefits of the society. BBA programme is focused on developing comprehensive understanding of subject matter and to encourage them to apply ethical practices in business and profession. BBA programme is adopted with a purpose to prepare result-based courses with an object to make the course more flexible and to provide more options for the students to structure learning experiences in a more student-centric way. Learning outcomes based BBA programme has been aimed at providing diverse learning experience so that the knowledge may be applied in solving real life problems, keeping into consideration, the interests of the nation and the society. The BBA Students will be able to acquire multifarious skills such as:

#### **A. Communication Skills**

- To help the learners in developing Communication Skills required for interacting with various internal and external stakeholders of the business enterprises.
- To sharpen the ability of writing skills in order to frame various business letters, reports and notes.

#### **B. Critical Thinking**

The students of BBA course will be able to develop skills and attitudes needed for critical thinking which will help them in a comprehensive problem solving approach. They shall be exposed to the pedagogy that helps them understand real life situations through class room training and case-studies. It aims at building the basic ability to think critically, evaluate dispassionately and solve complex problems creatively. The content is organized in such a way that the students would be able to think from diverse perspectives and suggest solutions according to their own sensibilities.

#### **C. Analytical Reasoning**

The BBA course will help students to develop reasoning based analytical ability which is often required in practical business life.

#### **D. Problem Solving**

BBA course has been prepared in such a way that it helps students to solve various problems related to business. Basics of Accounting will help them to solve the problem like making financial statements through recording business transactions. Managerial skills will help them to tackle various managerial centric problems like; to plan, to organize, decision making, ideas formulating, controlling

etc.

### **E. Research Related Skills**

BBA course encourages students to gain proper research skills required in the field of Economics, Business and Management

- Ability to find research problems
- Statistical analysis will provide them research tools to identify and solve the research problems.
- The course will develop ability to formulate and test hypothesis and research questions so that to find answers.
- They will be able to plan and write a research paper.

### **F. Team work and Time management**

BBA course contains various papers like Principles of management, HR management, Organizational Behavior, Entrepreneurship Development Programme, which will help to learn managerial and entrepreneurial skills to work and manage team and to manage the affairs of business timely. These qualities are developed through application of concept based practices, participative classroom discussion, problem solving task, case studies etc.

### **G. Self-Directing Learning**

This course enables the student to have self-directing learning approach.

- The course has been formulated in such a way that it will help the learners to postulate questions, eliciting responses from various sources and finding out the most suitable solutions to relevant problems.
- This encourages them towards self-direction, experimentation and intrinsically motivated research work.

### **H. Digital literacy**

- Ability to utilize digital sources for broadening knowledge base of the learners.
- This course will encourage the learners to use digital resources by adopting latest technologies to survive and excel in ever-changing global scenario.
- The course contains courses and topics to make the learners acquainted with latest accounting software, knowledge of latest IT Act, Digital awareness and much more.
- Sufficient digital literacy can be ensured through smart class rooms and web-based learning resources. Frequent webinars can also be arranged for greater degree of effectiveness.

## **I. Moral and Ethical Values**

BBA course has been designed in such a manner that it inculcates moral and ethical values in the learners. These values will help them not only to be successful business persons, entrepreneurs and professionals but also to be persons having responsible approach towards environment, nation and society. The course also involves training the students to check unethical behavior, falsification and manipulation of information in order to avoid debacles which can be seen rising persistently over the period of time. It would also help the learners in becoming responsible citizens and the course will facilitate character building. .



## Academic & Administrative Audit Format

1. Academic Session: 2022-23

2. Department: Department of Business Management

3. HOD: Dr. Nidhi Sharma, Assistant Professor

Mobile: 9501016762 E-mail id: mynidhi\_78@yahoo.com

### 4. Details of Academic Programs

Sr. No.	Programme	Start Year	Sanctioned Intake	Actual no. of Admissions
1	BBA I	49	44 + Additional 5	49
2	BBA II	37	44	37
3	BBA III	39	44	39

(Supporting documents (Time Table) attached as Annexure I)

5. Was Academic Calendar Prepared at the beginning of the session and strictly adhered to?(Yes/No) Yes

For Academic Calendar please click on the links in Annexure II

**6. Plan of Action Chalked by the department in the beginning of the Academic Year towards Quality Enhancement and the Outcome achieved by the end of the Academic Calendar**

Sr. No.	Plan of Action	Achievements / Outcomes
1	To conduct Departmental meetings for discussing syllabus, academic calendar, course curriculum, and academic review etc.	First departmental Meeting done on August 17,2022 to discuss course curriculum and time table and again syllabus review meeting was conducted on September 07, 2022. Academic review meeting was conducted on November 14, 2022. At the start of new semester, Departmental Meeting was conducted on January 16, 2023 to discuss course curriculum and time table and syllabus review meeting was conducted on January 21, 2023.
2	To conduct orientation of first year students	Induction of BBA 1 <sup>st</sup> year students done on August 17, 2022
3	To Organize a National Seminar	A Two Day National Seminar sponsored by ICSSR on the topic “The Road Map for Enhancing Employability: Reviewing and Reflecting on the Special Skills on Life Long Learning” was held on September 23-24, 2022.
4	Decluttering of Departmental Library and	Done on August 20 , 2022 and January 18, 2023
5	Distribution of Books	Books were distributed to needy and meritorious students on August 23 and 24, 2022 and January 19, 2023.
6	To Promote Ethical values by organizing various activities	<ul style="list-style-type: none"> <li>• Sangrand Celebration on March 14, 2023</li> <li>• Mentor Mentee meeting was conducted on September 30, 2022 and January 31, 2023. Mentors encourage the students to participate in various activities which are organized by different clubs and societies under IQAC which promote ethical values.</li> </ul>
7	To conduct parent teacher meeting	Parent teacher meeting was conducted on November 12, 2022 and April 15, 2023 to discuss the performance of students with their parents.

8	To identify advance learners and slow learners & Organize Special Program	<ul style="list-style-type: none"> <li>• Advance Learners and slow learners identified by respective mentors of all classes. Advance learners were motivated and guided by the teachers to continue their good work and work towards attaining university positions. They were provided special notes and handouts by teachers.</li> <li>• Remedial classes were held from November 19-25, 2022 and April 20-27, 2023 especially for slow learners to help them come up with their best.</li> </ul>
9	To Organize number of activities for students	<ul style="list-style-type: none"> <li>• Entrepreneurial activity was conducted on Aug 23, 2022 for students of BBA 5<sup>th</sup> Semester to encourage the young entrepreneurs to excel in life with their passion and dedication. They were told about the importance of women entrepreneurship in today's scenario.</li> <li>• Quiz Competition was conducted among the students of BBA (1st and 3rd Semester) .Student actively participated with great zeal and enthusiasm. Team of BBA 3rd semester won the competition.</li> <li>• Students of BBA 1st Semester were taken to the college library for the collection of library card and to explore the rich collection of varied books available there in order to plant the seeds of knowledge in them.</li> <li>• Teej was celebrated in college with great fervor on September 15, 2022</li> <li>• A scholarship test for CAT MBA preparation was conducted for the students of BBA in collaboration with Hit Bulls Eye Institute.</li> <li>• Seminar on "The road less travelled- how healthy lifestyle leads to a happy life" organized on Feb 06, 2023.</li> <li>• Conducted various Business events such as Business Plan Competition, Cartooning for Business World, Just a minute(Business Oriented) for the students of different colleges in Inter college competitions organized on March 11, 2023</li> <li>• Expert lecture on financial management was organized by the department on the topic of Capital structure and leverage.</li> </ul>
10.	To organize Industrial Visits	<ul style="list-style-type: none"> <li>• Visit was organized to Vardhman Apparels limited for the students of BBA 3<sup>rd</sup> and BBA 5<sup>th</sup> Semester on September 10, 2022.</li> <li>• Industrial visit to Emson Gears Pvt. Ltd. And Gurudwara Shri</li> </ul>

		Degsar Sahib, Katani Kalan was organized for the students of BBA.
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Supporting Document (Link of Departmental Report) given in Annexure III

**7. List of faculty members with details of Mandatory Key Result Areas**

<b>1.</b>	<b>Details of Paper Published in journal.</b>
<b>2.</b>	<b>Details of Paper Published at Conference.</b>
<b>3.</b>	<b>Details of Paper Presented.</b>
<b>4.</b>	<b>Details of Paper Published in an Edited Book.</b>
<b>5.</b>	<b>Details of FDP/Orientation/Refresher Course.</b>

(Supporting Document attached in Annexure IV)

**8. Students Profiling after Admission**

Was the Profiling done into Advance & Slow Learners (Yes/ No): Yes

a. List the Initiatives taken for Advance & Slow Learners

<b>S. No.</b>	<b>Initiatives for Advance Learners</b>	<b>Initiatives for Slow Learners</b>
1	Organizing Extension Lectures/ Seminars and encouraging advance learners to attend and present papers there in. This initiative is undertaken to give them exposure and make them industry ready and excel in their careers.	Bilingual explanation and discussion is done with the aim of reaching out to the slow learners so that they can be brought at par with the rest of class.
2	Students were provided platform to develop their personality in the field of academic co-curricular and extra-curricular activities encouraged to participate in all competitions	Assist students in their weak areas of performance.
3	Felicitating & granting Scholarship	Remedial classes are organized for them.

4	Giving career guidance by organizing special sessions	Using online sources like YouTube and Whatsapp to increase their understanding of the subject. (Annexure V)
5	Assignments and presentation on more challenging topics were assigned to bright students to inspire and motivate them.	Use of varied instructional techniques in classroom for better understanding of students
6	Special Counseling sessions are organized for them. Their performance and progress were assessed through usual classroom queries, class tests & assignments.	Encouraging them to participate in class discussion and ask their doubts without hesitation
7	Advanced learners are motivated to take extra reading material from the library. They are also given extra notes by teachers.	Providing peer Tutoring by advanced learners

(Attached as ANNEXURE V)

## 9. Contribution of Alumni to the development of the department

Alumni are assets that can provide mutually beneficial relationship over time. They are expected to perform many roles effectively such as promoting institutional brand, providing mentoring to ongoing students, facilitating summer training, providing valuable feedback and so on. Alumni Association serves a pivotal role in shaping & preserving a lasting relationship between former students and the institute to keep them in touch with the present growth, development & also challenges before the institute. As a regular practice Alumni meet is held annually in which the Alumni are informed about the current changes, achievements and future plans. Our Alumni exhibit an interest in the future of the institution.

Constructive suggestions to upgrade the institute's social commitment stature are also invited. Contribution of Alumni in the development of department happens in non-financial form. They share their work experiences with the students to cause a blending of theory and practice. They also extend the support in organizing an industrial visit/ summer training and promoting department (institutional) brand through word of mouth marketing.

It is a matter of pride for us that many of the alumni of our department are placed at eminent positions in institutes of repute. During the current session the college celebrated "Valentine Alumni Carnival" on February 17, 2023. Our Alumni and Budding entrepreneurs among students were given chance to set up their stalls of various items. The Alumni Association of our college is the reflection of its past,

representation of its present and link to its future. The alumni indeed play a valuable role in shaping & preserving a lasting relationship between former students and existing students who share a unique & common trait that is they belong to “Department of Business Management of GNKCW”.

### 10 Exemplary Performance Assessments

S. No.	Programme	No. of students with $\geq 75$ Marks	No. of University Positions	University Positions
1	BBA 1st Semester (Dec. 2022)	9	1	10 <sup>th</sup> in PU
2.	BBA 2 <sup>nd</sup> Semester (May 2023)	6	-	-
3.	BBA 3 <sup>rd</sup> Semester (Dec. 2022)	4	-	-
4.	BBA 4 <sup>th</sup> Semester (May 2023)	7	-	-
5.	BBA 5 <sup>th</sup> Semester (Dec. 2022)	18	2	4 <sup>th</sup> in PU 8 <sup>th</sup> in PU
6.	BBA 6 <sup>th</sup> Semester (May 2023)	24	2	9 <sup>th</sup> in P.U 10 <sup>th</sup> in P.U

(Merit list attached as Annexure VI)

### 10. Department Support for University Examinations

No. of Faculty Member involves in University Examination as Evaluators / University Representatives: 1 (Odd Semester)

A standard examination system ensure quality assessment & evaluation of teaching & learning in an academic lesson in order to conduct the smooth functioning of the work of examination, support of faculty members as paper setters, paper evaluation, Centre Superintendents, Deputy Superintendents, Assistant Superintendents, Flying Squad etc. is required. Faculty members of Department of Business Management have always played an active role in the conduct of university examination. The detail of the duties performed by them is as follows:

Sr. no.		
1	Paper Evaluators	1
2	Deputy Superintendents	1
3	Conduct of Viva-Voce (Internal- Dr. Nidhi Sharma)	1

(Supporting Document attached as ANNEXURE VII)

## 11. Placement Activities (See Placement report on Website – Annexure VIII)

## 12. Assessment of Feedback form Stakeholders

Stakeholders	Feedback (Yes/No)	Observation / Suggestions(only 5)	Action taken (only 5)
Students		<ul style="list-style-type: none"><li>• More Placement opportunities/Seminars</li><li>• Book Bank Facility</li><li>• More use of ICT</li></ul>	<ul style="list-style-type: none"><li>• Noted and conveyed to placement cell</li><li>• Given</li><li>• Done</li></ul>
Alumni		<ul style="list-style-type: none"><li>• White Suit as Uniform on everyMonday should not be there</li><li>• Timings for gating should be reduced</li></ul>	<ul style="list-style-type: none"><li>• No uniform now</li><li>• Done</li></ul>
Parents		<ul style="list-style-type: none"><li>• Use of multi languages while teaching</li><li>• Students to be given access to computer labs</li></ul>	<ul style="list-style-type: none"><li>• Done</li><li>• Given</li></ul>

## 13. List three Best Practices and three Distinctive Practices currently being practiced at your Department

### ❖ Best Practices:

#### 1. Induction Program for Students:

An Induction program for the students is organized in the beginning of academic year in order to make them aware about the academic calendar, infrastructure, departmental activities, teaching-learning methodology and other support systems of the institute. Students are acclimatized about the new surroundings and given information about the time- table, books, curriculum, and various extracurricular activities to be organized during the semester.

#### 2. Mentor Mentee relationship:

The relationship between a mentor and mentee is special. Faculty of our department plays a crucial role in both the personal and professional growth of mentee. Teachers as mentor encourage our

students to set clear goals & objectives. Career counseling sessions are done from time to time to make them aware of various career options available after BBA. Mentors are easily approachable and communicate with the mentee in an open & friendly manner. They provide moral and ethical guidance to them and help them whenever required.

### **3. Industrial Visits:**

Industrial visits are organized for the students from time to time to give them practical exposure of the business world and complement theory with practical.

#### **❖ Distinctive Practices:**

##### **1. Remedial Classes for Slow Learners and Felicitation of Advance learners**

Through the performance in mid-semester examination and participation in classroom activities, department identifies advance learners or high achievers and the slow learners in all the BBA classes. The advance learners are given a token of appreciation as encouragement for their outstanding performance. Remedial classes are conducted for slow learners to provide them with remedial teaching. These Classes shore up their basic skills & provide them with an extra support which can help them catch up to peers. The department also caters to the special learning needs of advanced learners. The students are provided with extra guidance after the classes whenever necessary. Both the classes are arranged to encourage students to ask as many questions as necessary to understand a subject & clear the concepts.

##### **2. Encouraging students to take part in extracurricular activities**

The faculty of the department always encourages students to participate in extra-curricular activities in various clubs and societies. Many students join NCC, NSS, Red ribbon and youth club of the college. Besides these a number of students are a part of SAP and various clubs and societies. Students are also encouraged to take part in various Inter college competitions. Department level activities are also conducted to inculcate confidence in students.

##### **3. Book Bank facility**

At the start of each semester, De-cluttering of the department library is done. The books which are no longer required are sent either to the exchange counter or the College Library. Books are sorted and stacked up neatly for distribution among the students. They are issued to the students for the whole semester. Students are also motivated to donate books to departmental book bank which can be re used



by needy students.

#### **14. Departmental SWOC Analysis**

##### **Strengths**

- Well-knit and highly experienced faculty team.
- Book Bank Facility for needy and meritorious students
- Mentor-mentee relationship is strengthened through regular meetings.
- Mentors do counseling for the students regarding higher education and career options.
- Students are encouraged to join various clubs & societies and participate in Inter college competitions.

##### **Weaknesses**

- Lack of proficiency in language hampers the learning process
- Students of diverse backgrounds take time to come up with new subjects

##### **Opportunities**

- BBA is an upcoming and in trend career option for students which gives added advantage to enroll good students in the course.
- To utilize ICT tools for improving teaching learning process.
- To organize national/ international conference/ seminars.
- Like minded and highly qualified faculty gives opportunity for fruitful discussions and new ideas generation for teaching learning process.

##### **Challenges**

- Competition with other colleges in the vicinity of city.
- To develop moral values among students in face of more and more use of social media.
- To inculcate practice of basic reading and concept understanding among students.

##### **Future Plan:**

- To organize seminars and expert lectures on various subjects for students
- Encourage faculty to publish research work & attend conferences, FDPs & seminar.
- To use more of ICT in classroom teaching
- To organize more industrial visits to give more industry exposure to students.

## ANNEXURES

### I. CLASS-WISE TIME TABLE FOR THE SESSION

#### TIME TABLE (BBA CLASSES)

Session 2022-23

Odd Semester

	1	2	3	4	5	6	7
Class	(9.00-9.40)	(9.40-10.20)	(10.20-11.00)	(11.00-11.40)	(11.40--12.20)	(12.20 -- 1.00)	(1.00 -- 1.40)
<b>BBA-I (Sem-I)</b> Room No. 320 Mrs. Sarika	Financial Accounting (Ms. Minika Bawa)	Fundamentals of IT	Organization Behavior (Dr. Nidhi)	. Organization Behavior (Practical) Case studies & Group Discussions (Dr. Nidhi) 1-3	Management Concepts & Practices (Ms.Sanya Sood)	Environment Mrs. Sukhjit Kaur (Mon- Wed) Room No. 107 G.Punjabi (Ms.Rachna Kanojia ) (Thur-Sat)	Essentials of Business Economics-I (Mrs. Sarika)
<b>BBA-II (Sem-III)</b> Room No. 321 Ms. Sanya Sood	Operation Research (Ms. Sanya Sood)	Legal Framework for Companies (Dr. Nidhi)	Tax Laws - (Mrs. Sarika)	Legal Framework for Companies (Practical) Case Discussions (Dr. Nidhi). 4-6	English and Business Communication Skills (Ms.Gurarpan) (Mon- Wed)	Economics of Money & Banking (Ms. Minika Bawa )	Marketing Management (Ms. Sanya Sood)
<b>BBA-III (Sem-V)</b> Room No. 222 Ms. Minika Bawa	Financial Markets & Financial Services (Mrs. Sarika )	Entrepreneurship & New Venture Creation (Ms. Sanya Sood)	Consumer Behavior (Ms. Minika )	-	Sales & Logistics Management (Dr. Nidhi)	Insurance & Risk Management (Mrs. Sarika )	Business Environment (Ms. Minika Bawa )

**Dr. Maneeta Kahlon**  
Principal

#### TEACHER WISE WORKLOAD

Name Of The Teacher	BBA 1 <sup>st</sup> Semester	BBA 3 <sup>rd</sup> Semester	BBA 5 <sup>th</sup> Semester
<b>Dr. Nidhi Sharma</b>	Organizational Behavior	Legal Framework for Companies	Sales and Logistics Management
	Organization Behavior (Practical) Case studies & Discussions	Legal Framework for Companies (Practical) Case Discussions	
<b>Ms. Sanya Sood</b>	Management Concepts and Practices	Operations Research	Entrepreneurship and New Venture Creation
		Marketing Management	
<b>Dr. Sarika Jaiswal</b>	Essentials of Business Economics-I	Tax Laws-I	Financial Markets and Financial Services
			Insurance and Risk Management
<b>Ms. Minika Bawa</b>	Financial Accounting	Economics of Money and Banking	Consumer Behaviour
			Business Environment

**Even Semester**

	1	2	3	4	5	6	7
	(9.00--9.40)	(9.40 -- 10.20)	(10.20 -- 11.00)	(11.00 --- 11.40)	(11.40 -- 12.20)	(12.20 --- 1.00)	(1.00 -- 1.40)
<b>BBA-I (Sem-II)</b> Room No. 320 <b>Teacher In charge</b> (Mrs. Sarika)	Legal aspects of Business (Dr. Nidhi Sharma)	Business Statistics (Ms. Sanya Sood)	Essentials of Business Economics-II (Mrs. Sarika)	-----	Managerial Accounting (Ms. Minika)	<b>Environment Mrs. Sukhjot Kaur (Mon- Wed) G.Punjabi</b> (Ms.Rachna Kanojia) (Thur - Sat) Room No. 107	Personality Development & Professional Skills (Ms. Sanya)
<b>BBA-II (Sem-IV)</b> Room No. 321 Teacher In charge Ms. Sanya Sood	Financial Management (Ms. Minika)	Tax Law -II (Mrs. Sarika )	-----	Fundamentals of E-Commerce (Ms. Sanya Sood )	English & Business Communication Skills (Ms. Gurarpan) (Mon-Wed)	Human Resource Management (Dr. Nidhi Sharma )	Research Methodology (Mrs. Sarika )
<b>BBA-III (Sem-VI)</b> Room No. 222 Teacher In charge Ms. Minika Bawa	Production & Operations mgmt. (Ms. Sanya Sood )	Retail Management (Ms. Minika Bawa)	Business Ethics & Corporate Governance (Dr. Nidhi Sharma)	,-----	Advertising & Brand Management (Dr. Nidhi Sharma)	Project Viva (Mrs. Sarika)	Business Policy & Strategy (Ms. Minika Bawa)

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

**TEACHER WISE WORKLOAD**

Name Of The Teacher	BBA 2 <sup>nd</sup> Semester	BBA 4 <sup>th</sup> Semester	BBA 6 <sup>th</sup> Semester
<b>Dr. Nidhi Sharma</b>	Legal Aspects of Business	Human Resource Management	Business Ethics and Corporate Governance
			Advertising and Brand Management
<b>Ms. Sanya Sood</b>	Business Statistics	Fundamentals of E-Commerce	Production and Operations Management
	Personality Development and Professional Skills		
<b>Dr. Sarika Jaiswal</b>	Essentials of Business Economics-II	Tax Laws-II	Project Report and Viva Voce
		Research Methodology	
<b>Ms. Minika Bawa</b>	Managerial Accounting	Financial Management	Retail Management
			Business Policy and Strategy

## II. ACADEMIC CALENDAR (PLANNED AND EXECUTED)

Sr.no.	Programme	Link of Academic Calendar
1	BBA Sem I	<a href="https://drive.google.com/drive/folders/1FUgx7k_yuh7c_SdPYkyiy-A-lsJmzsbN">https://drive.google.com/drive/folders/1FUgx7k_yuh7c_SdPYkyiy-A-lsJmzsbN</a>
2	BBA Sem II	<a href="https://drive.google.com/drive/folders/1zYQRX2U5LIETvc7jI81TLKxSNHQxMaPv">https://drive.google.com/drive/folders/1zYQRX2U5LIETvc7jI81TLKxSNHQxMaPv</a>
3	BBA Sem III	<a href="https://drive.google.com/drive/folders/1FUgx7k_yuh7c_SdPYkyiy-A-lsJmzsbN">https://drive.google.com/drive/folders/1FUgx7k_yuh7c_SdPYkyiy-A-lsJmzsbN</a>
4	BBA Sem IV	<a href="https://drive.google.com/drive/folders/1zYQRX2U5LIETvc7jI81TLKxSNHQxMaPv">https://drive.google.com/drive/folders/1zYQRX2U5LIETvc7jI81TLKxSNHQxMaPv</a>
5	BBA Sem V	<a href="https://drive.google.com/drive/folders/1FUgx7k_yuh7c_SdPYkyiy-A-lsJmzsbN">https://drive.google.com/drive/folders/1FUgx7k_yuh7c_SdPYkyiy-A-lsJmzsbN</a>
6	BBA Sem VI	<a href="https://drive.google.com/drive/folders/1zYQRX2U5LIETvc7jI81TLKxSNHQxMaPv">https://drive.google.com/drive/folders/1zYQRX2U5LIETvc7jI81TLKxSNHQxMaPv</a>

## III. LINK OF DEPARTMENTAL REPORTS

<https://drive.google.com/file/d/1CHpXT1J5yt5tU9z02vZq6FiXlQuAKSYo/view>

<https://drive.google.com/file/d/1ZIKZXGvL-O1K0Vsk1gMflkalTnVeEUfP/view>

## **IV. FACULTY ACHIEVEMENTS**

### ***DR. NIDHI SHARMA***

#### **INCHARGE/COORDINATOR**

- Head of the Department
- Coordinator - Career Guidance and Placement Cell of the College
- UGC Coordinator
- Coordinator – Clubs and Committees
- In charge of Red Ribbon Club
- In charge of Departmental Time Table
- Staff Secretary
- Member of Admission Committee, Library Committee, Attendance Committee, Research Committee.

#### **FACULTY DEVELOPMENT PROGRAMS**

- Attended One-day Faculty Development Programme on “**Discovering One’s potential as a Teacher**” organized by Guru Nanak Khalsa College for Women, Model Town, Ludhiana on **January 31, 2023**.

#### **AWARDS & HONOURS**

- Received token of appreciation as Placement Officer for successfully participating in **FUTURE BUSINESS SHARKS** contest organized by Hit Bulls Eye in collaboration with TIE Chandigarh on **JANUARY 30, 2023**
- Honored with the lifetime **BEST TEACHER AWARD 2022** presented by the PCTE group of Institutes, Ludhiana on **20<sup>th</sup> October, 2022**

### **RESOURCE PERSON/ CONVENER**

- Delivered Expert lecture as Resource person on “**Overview of Learner Centric MOOCs**” as a part of Online Refresher Course on “ICT and e-content development” organized by UGC- Human Resource development Centre, Utkal University, Bhubaneswar, Odisha on **October 25, 2022**.
- Seminar Co-Convener for ICSSR sponsored two day National Seminar on “**Road Map for Enhancing Employability: Reviewing and Reflecting on the special skills on Life Long Learning.**” at Guru Nanak Khalsa College for Women, Model Town, Ludhiana on **September 23-24, 2022**.

### **PAPER PRESENTATIONS**

- Presented a paper entitled “**Business Organizations getting ready for gender inclusive world: Leaving behind the gender binaries**” in One-Day National seminar on **GENDER BINARY (IES): PRAXIS, PROJECTIONS AND REFLECTIONS** organized by Gobindgarh Public School, Alour-Khanna (Ludhiana) on **January 19, 2023**.
- Presented a paper entitled “**Role of Youth in National Development**” in Two- Day National seminar on **Journey towards positive youth development** organized by Malwa Central College of Education for Women, Ludhiana, and **November 25-26, 2022**.
- Presented a paper entitled “**Sustainable Educational Practices**” in ICSSR sponsored National seminar on “**Road Map for Enhancing Employability: Reviewing and Reflecting on the special skills on Life Long Learning**” organized by Guru Nanak Khalsa College for Women, Model Town, Ludhiana, **September 23-24, 2022**.

## ***MRS. SARIKA JAISWAL***

### **FACULTY DEVELOPMENT PROGRAMS**

- Completed one day Faculty Development Programme on topic “**Discovering one One’s potential as a teacher**” organized by the Guru Nanak Khalsa college for Women, Ludhiana on **31<sup>st</sup> January 2023**.
- Attended FDP on theme “**IGNITING YOUNG RESEARCHER’S MIND**” held at **CT group of Institutes Jalandhar** from **12<sup>TH</sup> TO 18<sup>TH</sup> SEPTEMBER 2022**.
- Completed one day Faculty development programme on topic **Happitude at work** organized by Department of career guidance, Lovely Professional University, Punjab on **16<sup>th</sup> August 2022**.

### **PAPER PRESENTATIONS**

- Presented a paper titled “**Role of women in Freedom Struggle of India**” in ICHR sponsored National Seminar on “**Role of Punjab in Freedom Struggle of India**” organized by Guru Nanak Khalsa College for Women, Ludhiana on **10<sup>th</sup>-11<sup>th</sup> February 2023**.
- Presented a paper titled “**Role of Media and Advertising in Empowering Women**” as a part of CDC sponsored National Seminar on “Towards Gender Inclusivity: Emerging Contemporary Issues Around Gender” organized by Guru Nanak College For Women, Ludhiana on **4<sup>th</sup> February 2023**.
- Presented a paper titled “**Performance Evaluation of Exchange Traded Funds Research**” in the International Conference on “**Business in a turbulent world: Keeping Connection Alive** on **21<sup>st</sup> November 2022** , organized by Mittal School of Business, Lovely Professional University, Punjab.
- Presented a paper titled “**Investigating the Relationship between Equity ETF and Index Volatility**” in the International Conference on Strategic Perspectives organized by the faculty of Business Studies, DAV University, Jalandhar, and Punjab on **24<sup>th</sup> and 25<sup>th</sup> September 2022**.
- Presented a paper titled “**Impact of Covid 19 on Employability**” as a part of ICSSR sponsored two day National Seminar on “**The Road Map for Enhancing Employability**” organized by Guru Nanak Khalsa College for Women, Ludhiana on **23-24 September 2022**.

### **PUBLICATION (CHAPTER IN A BOOK)**

- A chapter titled “**performance evaluation of exchange traded fund**” authored by Mrs Sarika Jaiswal was published in book titled “**Contemporary Issues in Commerce and Management**” (ISBN No .978-93-90863-34-1). This book has been published by National Press Associates.

## ***MS. MINIKA BAWA***

### **FACULTY DEVELOPMENT PROGRAMS**

- Attended a One- Day Faculty Development Programme on “**Discovering One’s Potential as a Teacher**” organized by Guru Nanak Khalsa College for Women, Model Town, Ludhiana on **January 31, 2023**.
- Completed the Faculty Development Programme on “**Paper Development Using SLR, Bibliometrics and NVIVO**” organized by Koach Scholar from **December 16-20, 2022**.
- Participated in the workshop on “**Happitude at Work**” organized by the Department of Career Guidance, Lovely Professional University, Punjab on **August 16, 2022**.

### **PAPER PRESENTATIONS**

- Presented a paper titled ‘**The Mahatma as a Management Guru in the New Millenium**’ in ICHR sponsored National Level Seminar on the topic “**Role of Punjab in Freedom Struggle of India**” organized by Guru Nanak Khalsa College for Women, Model Town, Ludhiana on **February 10-11, 2023**.
- Presented a paper titled ‘**Social media and its Impact on Women Empowerment: A Review**’ as a part of College Development Council, Panjab University, Chandigarh sponsored National Level Seminar on the topic “**Towards Gender Inclusivity: Emerging Contemporary Issues Around Gender**” organized by the Department of Sociology of Guru Nanak Khalsa College for Women, Model Town, Ludhiana on **February 04,2023**.
- Presented a paper titled ‘**Approaches and Pedagogy: Constructivism, Heutagogy, Blended Learning, Web Based Learning, Digigogy**’ as a part of Indian Council of Social Science research sponsored National Level Seminar on the topic “**The Road Map for Enhancing Employability: Reviewing and Reflecting on the Special Skills on Life-Long Learning**” organized by Guru Nanak Khalsa College for Women, Model Town, Ludhiana on **September 23-24, 2022**.

### **PARTICIPATION / ATTENDED**

- Participated in Skill-based 3 Day Course on **Digital Marketing** organized by **Guru Nanak Khalsa College for Women, Model Town, and Ludhiana** in association with Mahatma Gandhi



National Council of Rural Education (MGNCRE), Ministry of Education, Govt. of India from **January 23-25, 2023.**

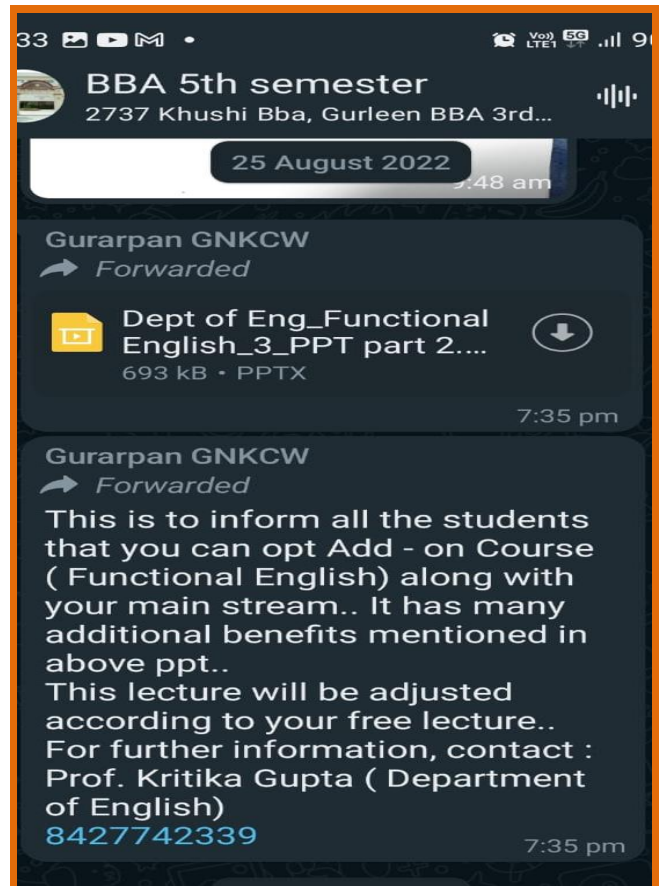
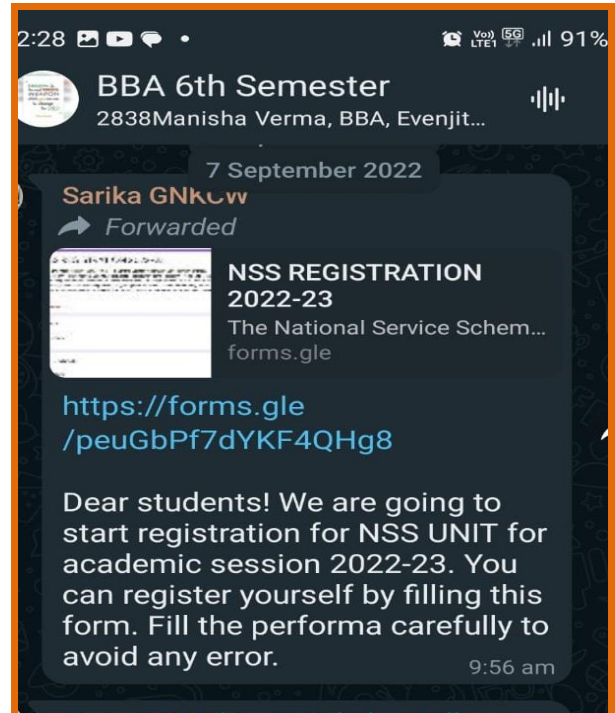
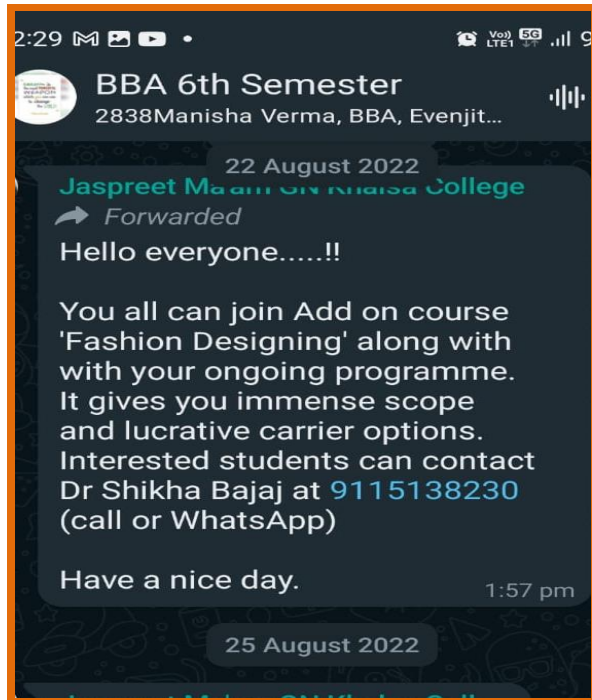
- Attended **online National Level Panel Discussion organized by UGC** on theme: **Teachers and National Development** on **9<sup>th</sup> September 2022.**

***MS. SANYA SOOD***

**FACULTY DEVELOPMENT PROGRAMS**

- Attended one day Faculty Development Programme on topic **“Discovering one One’s potential as a teacher”** organized by the Guru Nanak Khalsa college for Women, Ludhiana on **31<sup>st</sup> January 2023.**

## V. CAREER GUIDANCE THROUGH ONLINE SOURCES



## VI. MERIT LIST:

### BBA 1<sup>st</sup> Semester, December 2022

SN	Roll No	Name	Result	Max Marks	%
1	22045876	TANVI	461	550	83.82%
2	22045850	KUNIKA GROVER	445	550	80.91%
3	22045837	DIYA SHARMA	433	550	78.73%
4	22045841	GURKIRAT KAUR SAINI	428	550	77.82%
5	22045852	MANPREET KAUR	428	550	77.82%
6	22045860	PALAK KHERA	425	550	77.27%
7	22045859	NIHARIKA GUPTA	419	550	76.18%
8	22045873	SNEHA	417	550	75.82%
9	22045849	KUMARI KAVITA	414	550	75.27%

Guru Nanak Khalsa College for Women

Gujarkhan Campus, Model Town

BBA 1<sup>st</sup> Semester

Session 2022-23

Toppers

Tanvi



1<sup>st</sup> in college &  
10<sup>th</sup> in PU, CHD.  
83.82%

Kunika Grover



2<sup>nd</sup> in College  
80.91%

Diya Sharma



3<sup>rd</sup> in College  
78.73%

Congratulations to Teachers, Students and Proud Parents

Teachers Incharge (Mentor):

*Sankita Nidhi*  
Dr. Nidhi Sharma  
UGC Coordinator & Head  
G. N. Kh. College For Women  
Model Town, Ludhiana


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

## BBA 2<sup>nd</sup> Semester, May 2023

SN	Roll No	Name	Result	Max Marks	%
1	22045850	KUNIKA GROVER	440	550	80.00%
2	22045876	TANVI	437	550	79.45%
3	22045864	PRABHLEEN KAUR	432	550	78.55%
4	22045837	DIYA SHARMA	424	550	77.09%
5	22045852	MANPREET KAUR	416	550	75.64%
6	22045859	NIHARIKA GUPTA	414	550	75.27%


**Guru Nanak Khalsa College for Women**  
**Gujarkhan Campus, Model Town**  
**BBA 2<sup>nd</sup> Semester**  
**Session 2022-23**  
**Toppers**

*Kunika Grover*




1<sup>st</sup> in College  
80.00%

*Tanvi*



2<sup>nd</sup> in College  
79.45%

*Prabhleen Kaur*



3<sup>rd</sup> in College  
78.55%

**Congratulations to Teachers, Students and Proud Parents**

*Sanyika Nidhi*

**Teachers Incharge (Mentor):**  
**Dr. Nidhi Sharma**  
UGC Coordinator & Head  
G. N. Kh. College For Women  
Model Town, Ludhiana






*Maneeta*

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

## BBA 3<sup>rd</sup> Semester, December 2022

SN	Roll No	Name	Result	Max Marks	%
1	21045283	RUDAKSHI GHATORE	433	550	78.73%
2	21045254	CHAHAT MATTA	423	550	76.91%
3	21045257	GURLEEN KAUR	420	550	76.36%
4	21045292	VISHALLY	413	550	75.09%

Guru Nanak Khalsa College for Women  
Gujarkhan Campus, Model Town  
BBA 3<sup>rd</sup> Semester  
Session 2022-23  
Toppers

Rudakshi Ghatore	Chahat Matta	Gurleen Kaur	Vishally	Rubindeep Kaur
				
1 <sup>st</sup> in college 78.73%	2 <sup>nd</sup> in College 76.91%	3 <sup>rd</sup> in College 76.36%	4 <sup>th</sup> in College 75.09%	5 <sup>th</sup> in College 74.91%

Congratulations to Teachers, Students and Proud Parents

Teachers Incharge (Mentor): *Nishi - Soniya Choud*


*Anneche*  
Principal

**BBA 4<sup>th</sup> Semester, May 2023**

SN	Roll No	Name	Result	Max Marks	%
1	21045283	RUDAKSHI GHATORE	446	550	81.09%
2	21045292	VISHALLY	435	550	79.09%
3	21045282	RUBINDEEP KAUR	428	550	77.82%
4	21045486	URVASHI ARORA	422	550	76.73%
5	21045273	MANPREET KAUR	418	550	76.00%
6	21045285	SHEENAM KANOJIA	417	550	75.82%
7	21045257	GURLEEN KAUR	413	550	75.09%


**Guru Nanak Khalsa College for Women**  
**Gujarkhan Campus, Model Town**  
**BBA 4<sup>th</sup> Semester**  
**Session 2022-23**  
**Toppers**

*Rudakshi*




1<sup>st</sup> in College  
(81.09%)

*Vishally*




2<sup>nd</sup> in College  
(79.09%)

*Rubindeep*




3<sup>rd</sup> in College  
(77.82%)

*Urvashi*



4<sup>th</sup> in College  
(76.73%)


*Manpreet Kaur*



5<sup>th</sup> in College  
(76%)

**Congratulations to Teachers, Students and Proud Parents**

*Nidhi*  
**Teachers Incharge (Mentor):**  
**Dr. Nidhi Sharma**  
**Head & UGC Coordinator**  
**G. N. Kh. College For Women**  
**Model Town, Ludhiana**



**Principal**

## BBA 5<sup>th</sup> Semester, December 2022

SN	Roll No	Name	Result	Max Marks	%
1	20046749	DEEPALI	514	600	85.67%
2	20046747	ASHMEET KAUR	505	600	84.17%
3	20046774	SALONI	497	600	82.83%
4	20046746	ARCHI JAIN	495	600	82.50%
5	20046769	PALAK	495	600	82.50%
6	20046772	RIJUL GOYAL	494	600	82.33%
7	20046748	ASHMEET KAUR	483	600	80.50%
8	20046766	MEHAK MALHOTRA	482	600	80.33%
9	20046765	MANNAT GULATI	480	600	80.00%
10	20046743	ANUMANAT KAKAR	478	600	79.67%
11	20046752	GAGANDEEP KAUR	478	600	79.67%
12	20046764	MANISHA VERMA	474	600	79.00%
13	20045755	KHUSHI SHARMA	473	600	78.83%
14	20046759	JASLEEN KAUR	472	600	78.67%
15	20046757	JANVI KALRA	464	600	77.33%
16	20046761	JASNOOR KAUR	460	600	76.67%
17	20046778	SIMRANPREET KAUR	455	600	75.83%
18	20046779	SUKHANPREET KAUR	455	600	75.83%

Guru Nanak Khalsa College for Women

Gujarkhan Campus, Model Town

BBA 5<sup>th</sup> Semester

Session 2022-23

Toppers

Deepali



4<sup>th</sup> in university &  
1<sup>st</sup> in college  
85.67%

Ashmeet Kaur



8<sup>th</sup> in university &  
2<sup>nd</sup> in College  
84.17%

Saloni



3<sup>rd</sup> in College  
82.83%

Archi Jain



4<sup>th</sup> in College  
82.50%

Palak



4<sup>th</sup> in College  
82.50%

*Nidhi*  
*Minjhan*

Teachers Incharge (Mentor):

Congratulations to Teachers, Students and Proud Parents


*Maneeta*  
Principal

## BBA 6<sup>th</sup> Semester, May 2023

SN	Roll No	Name	Result	Max Marks	%
1	20046749	DEEPALI	2916	3350	87.04%
2	20046774	SALONI	2915	3350	87.01%
3	20046747	ASHMEET KAUR	2842	3350	84.84%
4	20046766	MEHAK MALHOTRA	2824	3350	84.30%
5	20046746	ARCHI JAIN	2800	3350	83.58%
6	20046772	RIJUL GOYAL	2779	3350	82.96%
7	20046765	MANNAT GULATI	2769	3350	82.66%
8	20046748	ASHMEET KAUR	2750	3350	82.09%
9	20046769	PALAK	2729	3350	81.46%
10	20046759	JASLEEN KAUR	2703	3350	80.69%
11	20045755	KHUSHI SHARMA	2675	3350	79.85%
12	20046752	GAGANDEEP KAUR	2638	3350	78.75%
13	20046779	SUKHANPREET KAUR	2638	3350	78.75%
14	20046764	MANISHA VERMA	2636	3350	78.69%
15	20046778	SIMRANPREET KAUR	2635	3350	78.66%
16	20046775	SARGAM MALHOTRA	2633	3350	78.60%
17	20046780	SUKHDEV KAUR	2600	3350	77.61%
18	20046751	EVENJIT KAUR GREWAL	2589	3350	77.28%
19	20045812	PARINITA VIJ	2588	3350	77.25%
20	20046776	SIMRAN	2577	3350	76.93%
21	20046770	PREETI YADAV	2562	3350	76.48%
22	20046761	JASNOOR KAUR	2554	3350	76.24%
23	20046163	PRABHDEEP KAUR	2551	3350	76.15%
24	20046757	JANVI KALRA	2537	3350	75.73%


Guru Nanak Khalsa College for Women  
Gujarkhan Campus, Model Town  
BBA 6<sup>th</sup> Semester  
Session 2022-23  
**Toppers**

DEEPALI




1<sup>st</sup> in College  
9<sup>th</sup> in P.U./CHD  
87.04%

SALONI




2<sup>nd</sup> in College  
& 10<sup>th</sup> in P.U./CHD  
87.01%

ASHMEET



3<sup>rd</sup> in College  
84.84%

MEHAK



4<sup>th</sup> in College  
84.30%

Congratulations to Teachers, Students and Proud Parents

*Mini Banu Nishi*  
Teachers Incharge (Mentor)

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



## VII. TEACHERS ALLOTTED UNIVERSITY DUTIES:

### PANJAB UNIVERSITY, CHANDIGARH

From  
The Controller of Exam  
Panjab University,  
Chandigarh-160014  
Dairy No.: 102441/Sec/SE

To  
Dr. Nidhi (147030)  
house no. 11, golden avenue, hambran road, Ludhiana  
Guru Nanak Khalsa College for Women, Model Town, Ludhiana  
Dated: 12-01-2023

#### CONFIDENTIAL

**Subject: Invitation for the spot evaluation of answer-books for Annual / Semester examination/s held in Nov/Dec 2022**

Dear Sir/Madam,

You have been appointed to as Head/Sub-examiner for the spot evaluation of answer-books in the subject/examination(s) noted below. The place of evaluation and the date(s)/time fixed for the same are also indicated below:

Class: Bachelor of Business Administration  
Sem: 5  
Subject: SLAES AND LOGISTICS MANAGEMENT [BBA306]  
Paper:  
Appointed as: Sub Examiner  
Station of Evaluation: G.G.N. Khalsa College, Ludhiana  
Dates of Evaluation: 14-01-2023 - 17-01-2023

- Note:**
1. Morning Session is from 9:00 A.M. to 1 P.M. and Afternoon Session is from 2 P.M. to 6 P.M.
  2. As desired by the COE office, the teacher appointed for the spot evaluation of undergraduate and post-graduate classes must ensure that they are well versed and familiar with the subject/paper/option, which is to be evaluated by them.
  3. Please bring permission from the Principal for spot evaluation.

**This appointment is subject to your fulfilling the following conditions:**

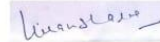
- (i) that you have never been disqualified for any remunerative work of this University.
- (ii) that none of your relation i.e. wife, husband, son, daughter, brother, sister, father, mother, wife's brother, wife's sister, husband's father, husband's sister, nephew, niece, grand-son, grand-daughter, son-in-law, daughter-in-law, has appeared/will appear in the paper in which you are being given this assignment.

Even if you do not fulfill the condition or you are not in a position to undertake the evaluation work for some other reason/s, please do favour me with a line in reply so that alternative arrangements may be made well in time.

**In case of Answer Books having OMR front covers Examiners are required to darken two (for 36 pages answer books) or three bubbles (for 40 pages answer books) pertaining to marks obtained by the candidate. They are also required to enter numeric data in boxes in Part C pertaining to answer book code No. and Subject Code number.**

The payment of T./D.A. on submission of tickets of Express/Semi-deluxe/Deluxe/A.C. Bus (Not Pvt. Bus) and 1st Class Rail etc. along with TA/DA. Claims, conveyance to the local examiner as per University rules wherever admissible, and the remuneration for the evaluation of answer-books will be made after completion of the work allotted. Journey by car/taxi is not permissible.

Please take out print of this, and bring the letter same along with permission from your college, when you come for evaluation of answer-books, as per programme as above.



Yours faithfully  
Deputy Registrar (Secrecy)  
For Controller of Exams

**IMPORTANT NOTES:**

- (1) PLEASE REACH THE EVALUATION CENTRE IN TIME SO THAT YOU COULD DEVOTE AT LEAST THREE HOURS FOR THE EVALUATION OF ANSWER-BOOKS IN EACH SESSION.
- (2) THE EXAMINERS WHO ARE LATE BEYOND REASONABLE LIMITS WILL NOT BE GIVEN THE EVALUATION WORK FOR THAT SESSION.
- (3) PLEASE DO READ THE "INSTRUCTIONS TO THE EXAMINERS" STATED OVERLEAF CARE-FULLY.
- (4) THE UNIVERSITY ACCOMMODATION WILL BE PROVIDED ON SHARING BASIS, IF AVAILABLE.

**PANJAB UNIVERSITY, CHANDIGARH**

From  
The Controller of Exam  
Panjab University,  
Chandigarh-160014  
Dairy No.: 100453/Sec/SE

To  
Dr. Nidhi (147030)  
house no. 11, golden avenue, hambran road, ludhiana  
Guru Nanak Khalsa College for Women, Model Town, Ludhiana  
Dated: 06-01-2023

**CONFIDENTIAL**

**Subject: Invitation for the spot evaluation of answer-books for Annual / Semester examination/s held in Nov/Dec 2022**

Dear Sir/Madam,

You have been appointed to as Head/Sub-examiner for the spot evaluation of answer-books in the subject/examination(s) noted below. The place of evaluation and the date(s)/time fixed for the same are also indicated below:

Class: Bachelor of Business Administration  
Sem: 1  
Subject: Management Concepts & Practices [MCP]  
Paper:  
Appointed as: Sub Examiner  
Station of Evaluation: G.G.N. Khalsa College, Ludhiana  
Dates of Evaluation: 07-01-2023 - 13-01-2023

- Note:**
1. Morning Session is from 9:00 A.M. to 1 P.M. and Afternoon Session is from 2 P.M. to 6 P.M.
  2. As desired by the COE office, the teacher appointed for the spot evaluation of undergraduate and post-graduate classes must ensure that they are well versed and familiar with the subject/paper/option, which is to be evaluated by them.
  3. Please bring permission from the Principal for spot evaluation.

**This appointment is subject to your fulfilling the following conditions:**

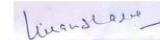
- (i) that you have never been disqualified for any remunerative work of this University.
- (ii) that none of your relation i.e. wife, husband, son, daughter, brother, sister, father, mother, wife's brother, wife's sister, husband's father, husband's sister, nephew, niece, grand-son, grand-daughter, son-in-law, daughter-in-law, has appeared/will appear in the paper in which you are being given this assignment.

Even if you do not fulfill the condition or you are not in a position to undertake the evaluation work for some other reason/s, please do favour me with a line in reply so that alternative arrangements may be made well in time.

**In case of Answer Books having OMR front covers Examiners are required to darken two (for 36 pages answer books) or three bubbles (for 40 pages answer books) pertaining to marks obtained by the candidate. They are also required to enter numeric data in boxes in Part C pertaining to answer book code No. and Subject Code number.**

The payment of T.A/D.A, on submission of tickets of Express/Semi-deluxe/Deluxe/A.C. Bus (Not Pvt. Bus) and 1st Class Rail etc. along with TA/DA. Claims, conveyance to the local examiner as per University rules wherever admissible, and the remuneration for the evaluation of answer-books will be made after completion of the work allotted. Journey by car/taxi is not permissible.

Please take out print of this, and bring the letter same along with permission from your college, when you come for evaluation of answer-books, as per programme as above.



Yours faithfully  
Deputy Registrar (Secrecy)  
For Controller of Exams

**IMPORTANT NOTES:**

- (1) PLEASE REACH THE EVALUATION CENTRE IN TIME SO THAT YOU COULD DEVOTE AT LEAST THREE HOURS FOR THE EVALUATION OF ANSWER-BOOKS IN EACH SESSION.
- (2) THE EXAMINERS WHO ARE LATE BEYOND REASONABLE LIMITS WILL NOT BE GIVEN THE EVALUATION WORK FOR THAT SESSION.
- (3) PLEASE DO READ THE "INSTRUCTIONS TO THE EXAMINERS" STATED OVERLEAF CARE-FULLY.
- (4) THE UNIVERSITY ACCOMMODATION WILL BE PROVIDED ON SHARING BASIS, IF AVAILABLE.

**PANJAB UNIVERSITY, CHANDIGARH**

From  
The Controller of Exam  
Panjab University,  
Chandigarh-160014  
Dairy No.: 91520/Sec/SE

To  
Dr. Nidhi (147030)  
house no. 11, golden avenue, hambran road, ludhiana  
Guru Nanak Khalsa College for Women, Model Town, Ludhiana  
Dated: 12-08-2022

**CONFIDENTIAL**

**Subject: Invitation for the spot evaluation of answer-books for Annual / Semester examination/s held in June/July 2022**

Dear Sir/Madam,

You have been appointed to as Head/Sub-examiner for the spot evaluation of answer-books in the subject/examination(s) noted below. The place of evaluation and the date(s)/time fixed for the same are also indicated below:

Class: Bachelor of Business Administration  
Sem: 2  
Subject: Legal Aspects of Business [BBA124]  
Paper:  
Appointed as: Sub Examiner  
Station of Evaluation: Govt. College for Girls, Ludhiana  
Dates of Evaluation: 13-08-2022 - 18-08-2022

- Note:**
1. Morning Session is from 9:00 A.M. to 1 P.M. and Afternoon Session is from 2 P.M. to 6 P.M.
  2. As desired by the COE office, the teacher appointed for the spot evaluation of undergraduate and post-graduate classes must ensure that they are well versed and familiar with the subject/paper/option, which is to be evaluated by them.
  3. Please bring permission from the Principal for spot evaluation.

**This appointment is subject to your fulfilling the following conditions:**

- (i) that you have never been disqualified for any remunerative work of this University.
- (ii) that none of your relation i.e. wife, husband, son, daughter, brother, sister, father, mother, wife's brother, wife's sister, husband's father, husband's sister, nephew, niece, grand-son, grand-daughter, son-in-law, daughter-in-law, has appeared/will appear in the paper in which you are being given this assignment.

Even if you do not fulfill the condition or you are not in a position to undertake the evaluation work for some other reason/s, please do favour me with a line in reply so that alternative arrangements may be made well in time.

**In case of Answer Books having OMR front covers Examiners are required to darken two (for 36 pages answer books) or three bubbles (for 40 pages answer books) pertaining to marks obtained by the candidate. They are also required to enter numeric data in boxes in Part C pertaining to answer book code No. and Subject Code number.**

The payment of T.A/D.A. on submission of tickets of Express/Semi-deluxe/Deluxe/A.C. Bus (Not Pvt. Bus) and Ist Class Rail etc. along with TA/DA. Claims, conveyance to the local examiner as per University rules wherever admissible, and the remuneration for the evaluation of answer-books will be made after completion of the work allotted. Journey by car/taxi is not permissible.

Please take out print of this, and bring the letter same along with permission from your college, when you come for evaluation of answer-books, as per programme as above.

Yours faithfully  
Deputy Registrar (Secrecy)  
For Controller of Exams

**IMPORTANT NOTES:**

- (1) PLEASE REACH THE EVALUATION CENTRE IN TIME SO THAT YOU COULD DEVOTE AT LEAST THREE HOURS FOR THE EVALUATION OF ANSWER-BOOKS IN EACH SESSION.
- (2) THE EXAMINERS WHO ARE LATE BEYOND REASONABLE LIMITS WILL NOT BE GIVEN THE EVALUATION WORK FOR THAT SESSION.
- (3) PLEASE DO READ THE "INSTRUCTIONS TO THE EXAMINERS" STATED OVERLEAF CARE-FULLY.
- (4) THE UNIVERSITY ACCOMMODATION WILL BE PROVIDED ON SHARING BASIS, IF AVAILABLE.

**VIII. PLACEMENT REPORT LINK:**

<https://www.gnwdh.com/wp-content/uploads/2023/08/Placement-report-2022-23.pdf>

<https://www.gnwdh.com/wp-content/uploads/2023/12/Placement-Report-2022-2023-Even-Semester.pdf>