

**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 KAHLO
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.

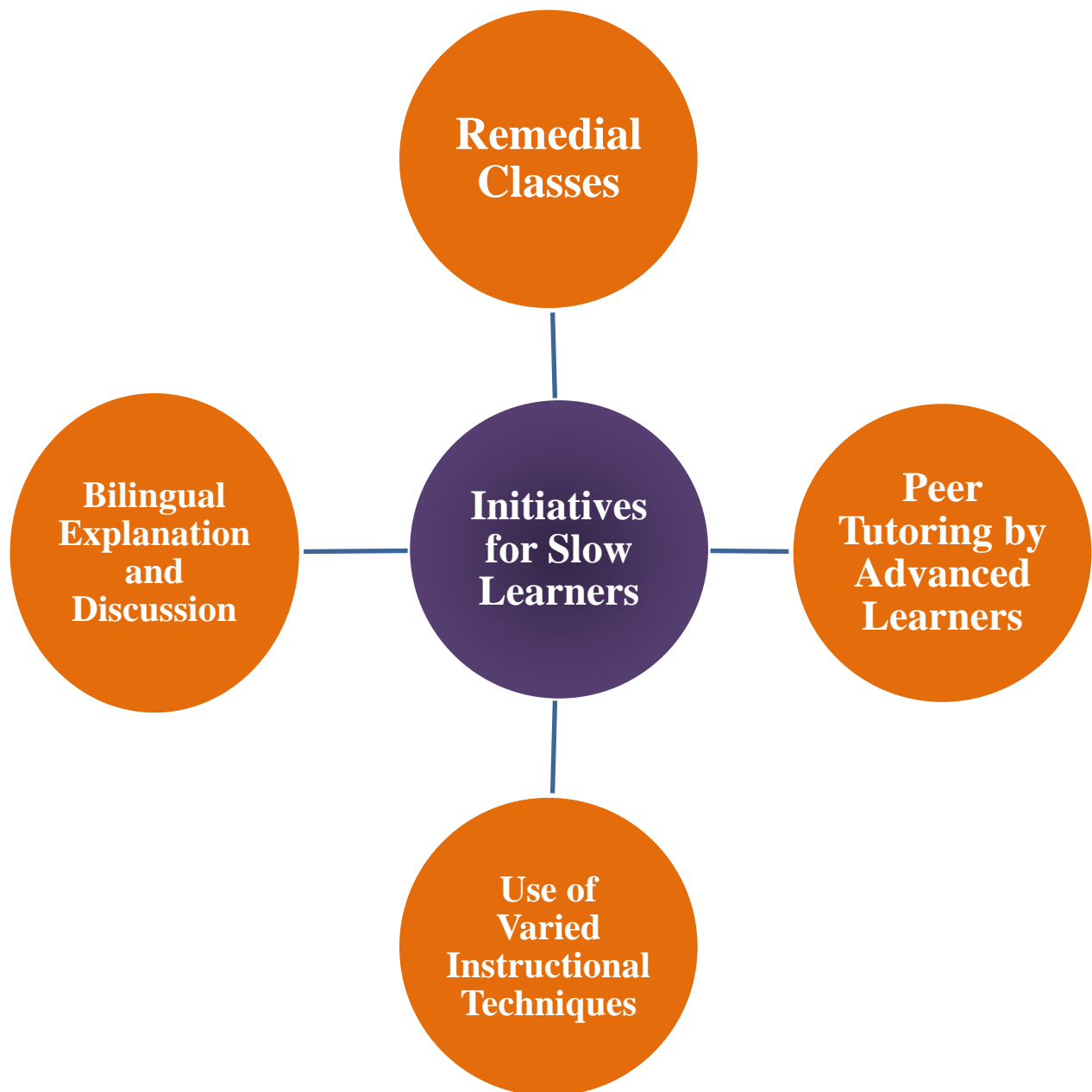
CHALLENGES

- * 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 st 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"> • Sangrand Celebration on March 14, 2023 • 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.
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"> • 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. • 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.
9	To Organize number of activities for students	<ul style="list-style-type: none"> • Entrepreneurial activity was conducted on Aug 23, 2022 for students of BBA 5th 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. • 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. • 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. • Teej was celebrated in college with great fervor on September 15, 2022 • A scholarship test for CAT MBA preparation was conducted for the students of BBA in collaboration with Hit Bulls Eye Institute. • Seminar on "The road less travelled- how healthy lifestyle leads to a happy life" organized on Feb 06, 2023. • 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 • Expert lecture on financial management was organized by the department on the topic of Capital structure and leverage.
10.	To organize Industrial Visits	<ul style="list-style-type: none"> • Visit was organized to Vardhman Apparels limited for the students of BBA 3rd and BBA 5th Semester on September 10, 2022. • Industrial visit to Emson Gears Pvt. Ltd. And Gurudwara Shri

		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

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

(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

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 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 ≥ 75 Marks	No. of University Positions	University Positions
1	BBA 1st Semester (Dec. 2022)	9	1	10 th in PU
2.	BBA 2 nd Semester (May 2023)	6	-	-
3.	BBA 3 rd Semester (Dec. 2022)	4	-	-
4.	BBA 4 th Semester (May 2023)	7	-	-
5.	BBA 5 th Semester (Dec. 2022)	18	2	4 th in PU 8 th in PU
6.	BBA 6 th Semester (May 2023)	24	2	9 th in P.U 10 th 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">• More Placement opportunities/Seminars• Book Bank Facility• More use of ICT	<ul style="list-style-type: none">• Noted and conveyed to placement cell• Given• Done
Alumni		<ul style="list-style-type: none">• White Suit as Uniform on everyMonday should not be there• Timings for gating should be reduced	<ul style="list-style-type: none">• No uniform now• Done
Parents		<ul style="list-style-type: none">• Use of multi languages while teaching• Students to be given access to computer labs	<ul style="list-style-type: none">• Done• Given

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)
BBA-I (Sem-I) 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)
BBA-II (Sem-III) 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)
BBA-III (Sem-V) 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 st Semester	BBA 3 rd Semester	BBA 5 th Semester
Dr. Nidhi Sharma	Organizational Behavior	Legal Framework for Companies	Sales and Logistics Management
	Organization Behavior (Practical) Case studies & Discussions	Legal Framework for Companies (Practical) Case Discussions	
Ms. Sanya Sood	Management Concepts and Practices	Operations Research	Entrepreneurship and New Venture Creation
		Marketing Management	
Dr. Sarika Jaiswal	Essentials of Business Economics-I	Tax Laws-I	Financial Markets and Financial Services
			Insurance and Risk Management
Ms. Minika Bawa	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)
BBA-I (Sem-II) Room No. 320 Teacher In charge (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)	Environment Mrs. Sukhjot Kaur (Mon- Wed) G.Punjabi (Ms.Rachna Kanojia) (Thur - Sat) Room No. 107	Personality Development & Professional Skills (Ms. Sanya)
BBA-II (Sem-IV) 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)
BBA-III (Sem-VI) 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 nd Semester	BBA 4 th Semester	BBA 6 th Semester
Dr. Nidhi Sharma	Legal Aspects of Business	Human Resource Management	Business Ethics and Corporate Governance
			Advertising and Brand Management
Ms. Sanya Sood	Business Statistics	Fundamentals of E-Commerce	Production and Operations Management
	Personality Development and Professional Skills		
Dr. Sarika Jaiswal	Essentials of Business Economics-II	Tax Laws-II	Project Report and Viva Voce
		Research Methodology	
Ms. Minika Bawa	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	https://drive.google.com/drive/folders/1FUgx7k_yuh7c_SdPYkyiy-A-lsJmzsbN
2	BBA Sem II	https://drive.google.com/drive/folders/1zYQRX2U5LIETvc7jI81TLKxSNHQxMaPv
3	BBA Sem III	https://drive.google.com/drive/folders/1FUgx7k_yuh7c_SdPYkyiy-A-lsJmzsbN
4	BBA Sem IV	https://drive.google.com/drive/folders/1zYQRX2U5LIETvc7jI81TLKxSNHQxMaPv
5	BBA Sem V	https://drive.google.com/drive/folders/1FUgx7k_yuh7c_SdPYkyiy-A-lsJmzsbN
6	BBA Sem VI	https://drive.google.com/drive/folders/1zYQRX2U5LIETvc7jI81TLKxSNHQxMaPv

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 **20th 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 **31st January 2023**.
- Attended FDP on theme “**IGNITING YOUNG RESEARCHER’S MIND**” held at **CT group of Institutes Jalandhar** from **12TH TO 18TH SEPTEMBER 2022**.
- Completed one day Faculty development programme on topic **Happitude at work** organized by Department of career guidance, Lovely Professional University, Punjab on **16th 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 **10th-11th 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 **4th 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 **21st 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 **24th and 25th 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.**

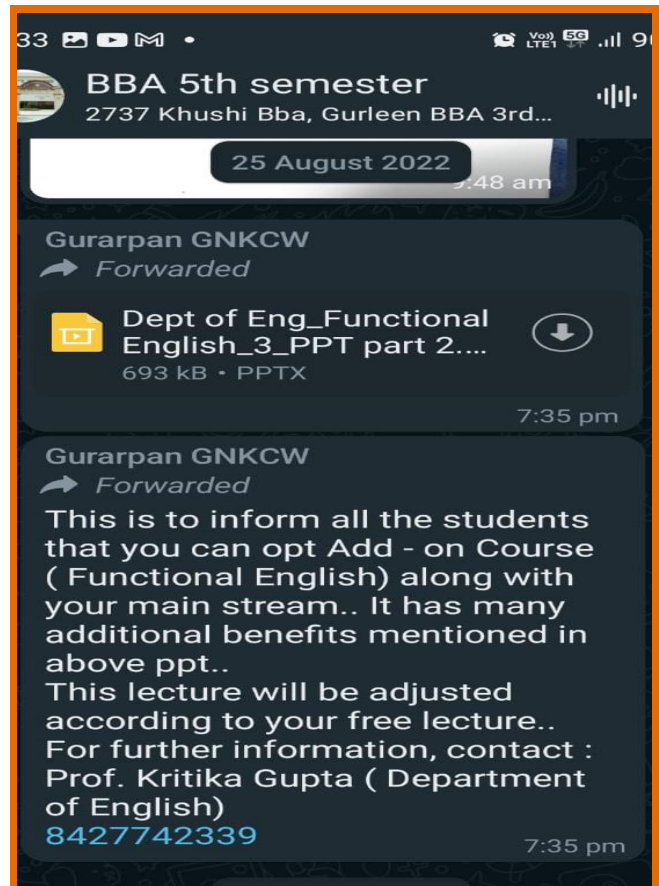
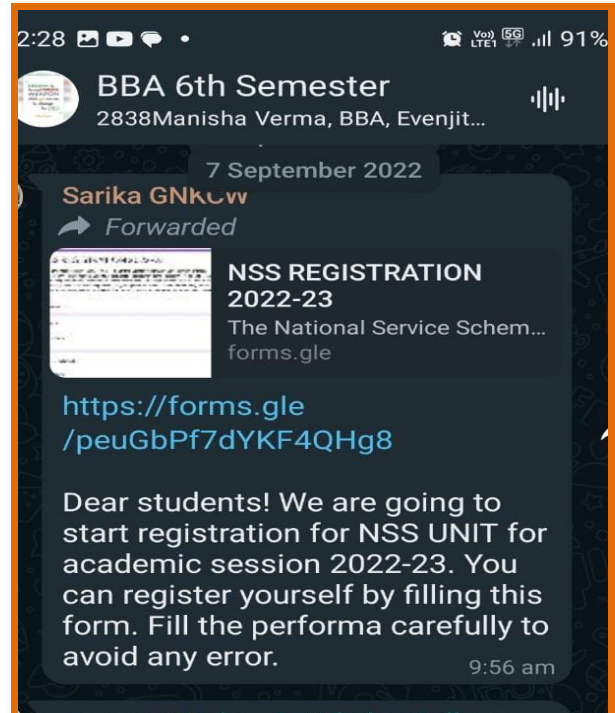
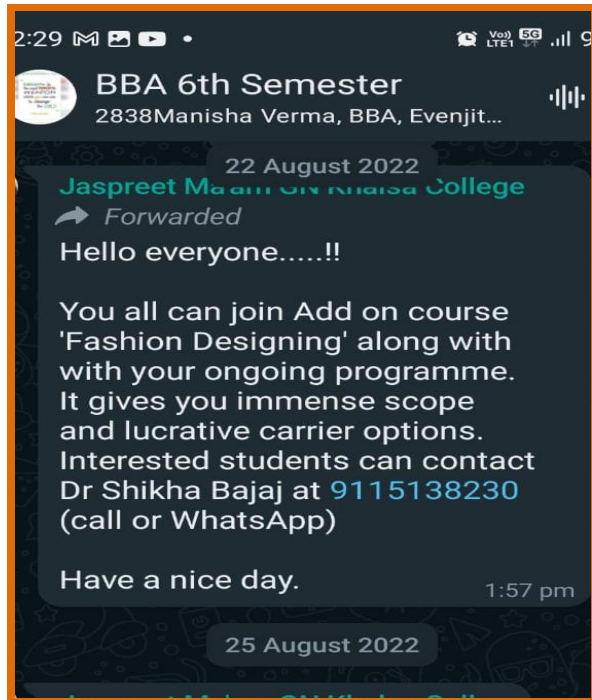
- Attended **online National Level Panel Discussion organized by UGC** on theme: **Teachers and National Development** on **9th September 2022.**

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 **31st January 2023.**

V. CAREER GUIDANCE THROUGH ONLINE SOURCES



VI. MERIT LIST:

BBA 1st 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 1st Semester

Session 2022-23

Toppers

Tanvi



1st in college &
10th in PU, CHD.
83.82%

Kunika Grover



2nd in College
80.91%

Diya Sharma



3rd in College
78.73%

Congratulations to Teachers, Students and Proud Parents

Teachers Incharge (Mentor):

Sanki 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 2nd 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 2nd Semester
Session 2022-23
Toppers


Kunika Grover Tanvi Prabhleen Kaur



1st in College
80.00%



2nd in College
79.45%



3rd 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 3rd 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 3rd Semester
Session 2022-23
Toppers

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

Congratulations to Teachers, Students and Proud Parents

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


Maneche
Principal

BBA 4th 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 4th Semester
Session 2022-23
Toppers

Rudakshi




1st in College
(81.09%)

Vishally




2nd in College
(79.09%)

Rubindeep




3rd in College
(77.82%)

Urvashi



4th in College
(76.73%)


Manpreet Kaur



5th in College
(76%)

Congratulations to Teachers, Students and Proud Parents

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



Principal

BBA 5th 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 5th Semester

Session 2022-23

Toppers

Deepali



4th in university &
1st in college
85.67%

Ashmeet Kaur



8th in university &
2nd in College
84.17%

Saloni



3rd in College
82.83%

Archi Jain



4th in College
82.50%

Palak



4th in College
82.50%

Nidhi
Minjhan

Teachers Incharge (Mentor):

Congratulations to Teachers, Students and Proud Parents


Maneeta
Principal

BBA 6th 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 6th Semester
Session 2022-23
Toppers

DEEPALI




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

SALONI




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

ASHMEET



3rd in College
84.84%

MEHAK



4th 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:

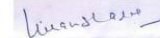
- (i) that you have never been disqualified for any remunerative work of this University.
- (ii) that none of your relation i.e. wife, husband, son, daughter, brother, sister, father, mother, wife's brother, wife's sister, husband's father, husband's sister, nephew, niece, grand-son, grand-daughter, 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>