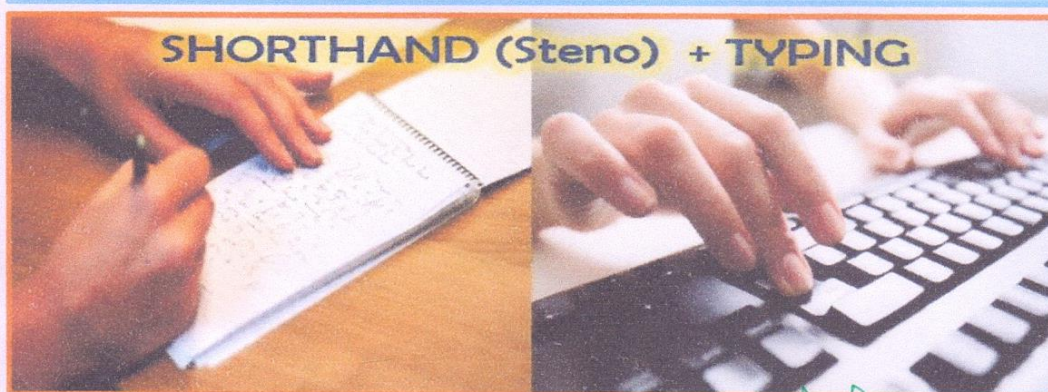
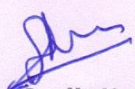
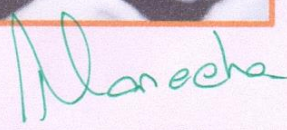


**GURU NANAK KHALSA COLLEGE FOR WOMEN
MODEL TOWN, LUDHIANA**

**Departmental Report of Office Management
& Secretarial Practice
(Session 2022-23)**




Mrs. Surjit Kaur
Assistant Professor
Head of Department


Dr. Maneeta Kahlon
Principal

**G.N.Kh. College for Women
Model Town, Ludhiana**

Teacher's In-charge



Mrs. Surjit Kaur
Assistant Professor
Head of Department



Ms. Rachna Kanojia
Assistant Professor

About the Department

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

Courses Offered

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

Teaching Faculty

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

Student Strength

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

Overview

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



ACTIVITIES OF DEPARTMENT

17th August, 2022

Group Discussion Activity

A Group discussion activity was conducted on August 17, 2022. The topic of the discussion was Scope and Benefits of OMSP. Students of BA First Year expressed their views on the above topic.



31th August, 2022

Mentor-Mentee Meet

A Mentoring Meet was held on August 31, 2022 during 6th lecture at 12.20 pm under the guidance of Dr. Madhu Dhawan and Mrs. Manpreet Kaur. Mentors informed their mentees about the code of conduct of the college. They were also informed about the last date of change in subjects. Students were encouraged to participate in various extracurricular activities. The students enthusiastically attended this meeting and shared their views with their mentors.

Link:

1. <https://www.instagram.com/p/Ch95U4Av ty/?igshid=MDJmNzVkMjY=>
2. <https://www.instagram.com/p/Ch95bPBjgt/?igshid=MDJmNzVkMjY=>

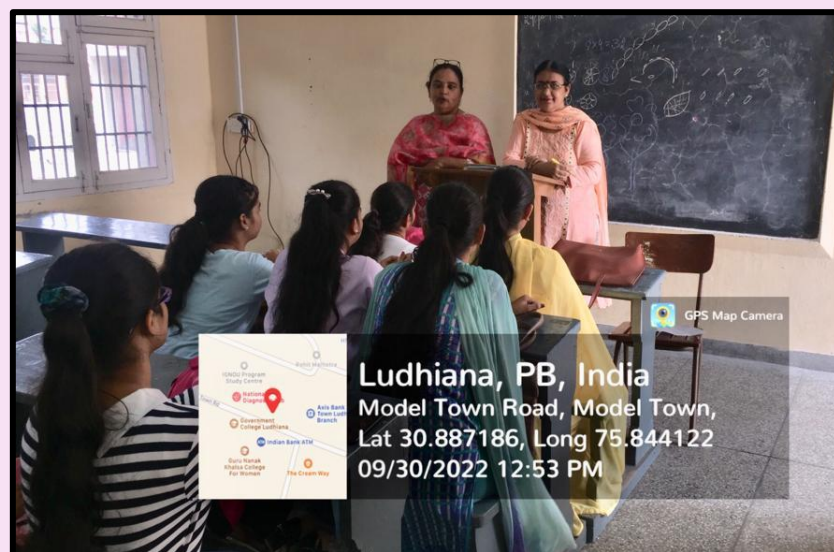


30th September, 2022

Mentoring Meet for the students before the conduct of Mid-Semester Tests

A mentoring meet was held on September 30, 2022 under the guidance of Dr. Madhu Dhawan and Mrs. Manpreet Kaur. All the mentors from their respective streams made their mentees aware about the MSTs which will be held from October 27, 2022- November 07, 2022. Mentees were also informed about upcoming events of the college, including the activities to be conducted under the 'Earn while you Learn' scheme. Students were encouraged to put up different stalls on the eve of Karwa Chauth and Diwali.

Link: <https://www.instagram.com/p/CjLSmTcPiW2/?igshid=Yjg3YjIyODA=>



12th October, 2022

Chart-Making Activity

A chart-making activity was organized for the students of Office Management and Secretarial Practices on October 12, 2022. Students prepared charts on the position of fingers on the keyboard while typing. Approximately 30 students of BA Semester I participated in this activity very enthusiastically.

Link: <https://www.instagram.com/p/CkOBvEErQRx/?igshid=MDJmNzVkMjY=>



27th October, 2022

To observe National Mentoring Day

At GNKCW, we have established and regularly follow the concept of mentor-mentee relationship. October 27, 2022 was a special day for all mentors and mentees, as the college celebrated National Mentoring Day. On this occasion, students approached their mentors and discussed various issues related to the overall development of their personality. Madam Principal Dr. Maneeta Kahlon, on this day, emphasized the benefits of being a mentor and being mentored.

Link: - <https://www.instagram.com/p/CkQceG-tG6j/?igshid=MDJmNzVkMjY=>

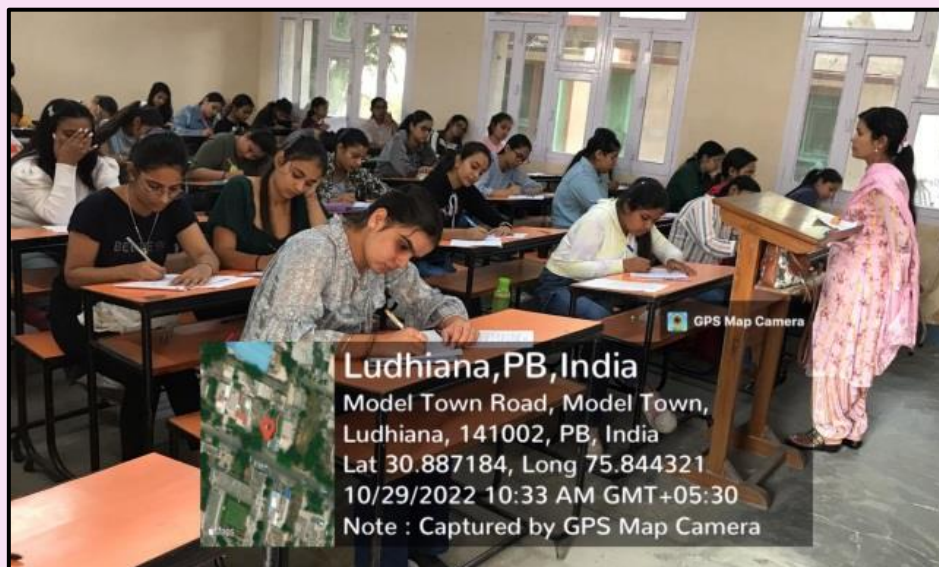


27th October – 7th November, 2022

Mid-Semester Examination

Mid-semester examinations were conducted in the college from October 27, 2022 to November 7, 2022, in order to prepare students for the Panjab University Final Examination slated for December 2022.

Link:- <https://www.instagram.com/p/CkuwVTTvBT1/>



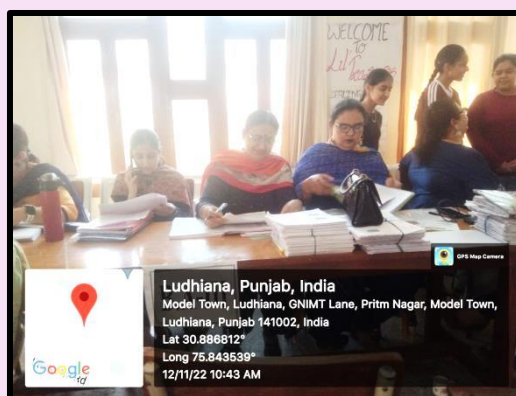
12th November, 2022

Parent Teacher Meet held at GNKCW

Under the aegis of Internal Quality Assurance Cell, Parent Teacher Association of Guru Nanak Khalsa College for Women, Model Town, Ludhiana organized Parent Teacher Meet in the college campus today. The parents were given warm welcome by GNKCW team members. Performance of students in mid semester tests was discussed with the parents by their respective mentors. During the meet, strengths and areas of improvement were also discussed. Parents were also asked for their suggestions in this forum. They were also informed about the code of conduct for students and the grievance cell formed in the college. The event was organized under guidance of Coordinator Mrs. Manpreet Kaur and Co-coordinator Dr. Madhu Dhawan. Principal of the College Dr. Maneeta Kahlon emphasized on the need to hold such meetings which provide a platform to the parents as well as to the teachers to discuss the future of their wards.

Links:

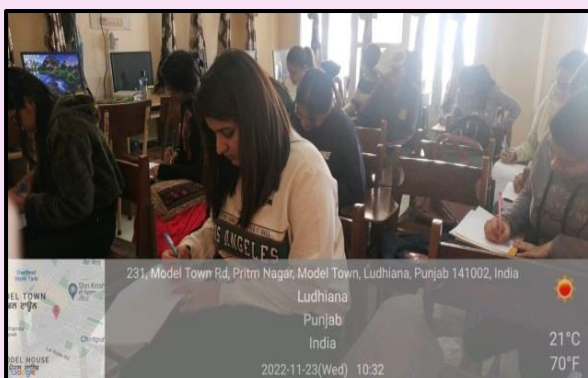
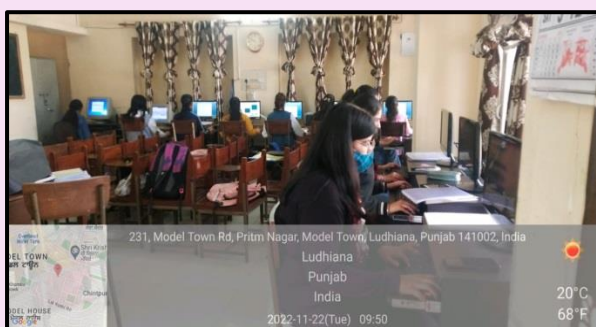
1. <https://www.instagram.com/p/Ck2xsHcyxok/?igshid=MDJmNzVkMjY=>
2. https://www.instagram.com/p/Ck2yLBAS_xc/?igshid=MDJmNzVkMjY=



21st – 23rd November, 2022

Final Practical Examination Nov/Dec 2022-23

Final Practical Examination for Odd Semester was conducted from November 21, 2022 to November 23, 2022.



Summarized Report of the Department

S. No.	Date	Activity
1.	17 th August, 2022	Group Discussion Activity
2.	31 th August, 2022	Mentor-Mentee Meet
3.	30 th September, 2022	Mentoring Meet for the students before the conduct of Mid-Semester Tests
4.	12 th October, 2022	Chart-Making Activity
5.	27 th October, 202	National Mentoring Day
6.	27 th October – 7 th November, 2022	Mid-Semester Examination
7.	12 th November, 2022	Parent-Teacher Meet
8.	21 st – 23 rd November, 2022	Final Practical Examination Nov/Dec 2022-23

Faculty Activities during 2022-2023

Mrs. Surjit Kaur (Head of Department)

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

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