
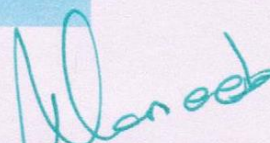


**GURU NANAK KHALSA COLLEGE FOR WOMEN
MODEL TOWN, LUDHIANA**

**Departmental Report of Office Management
&
Secretarial Practices
Session 2023-24**




Mrs. Surjit Kaur
Assistant Professor
Head of the Department


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

Teacher's In-charge



Mrs. Surjit Kaur

Assistant Professor
Head of Department

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

Student Strength

S. No.	Name of the Course	Student Strength
1.	B.A. First Year	18
2.	B.A. Second Year	30
3.	B.A. Third Year	13

ACTIVITIES OF DEPARTMENT

19th September, 2023

Letter Writing Competition

Under the aegis of IQAC, Department of Office Management and Secretarial Practice organized 'Letter Writing Competition' on September 19, 2023. 30 students participated in the letter writing competition. Jasmine of B.A. 1st year got First prize, Neetu B.A. 3rd year and Aastha B.A. 2nd year got Second and Third prize respectively while Tavneet of B.A. 2nd year got consolation prize.

This activity was conducted by Mrs. Surjit Kaur and Ms. Alka Ansari, Assistant Professors of the Department of Office Management and Secretarial Practice. The college Principal Dr. Maneeta Kahlon congratulated the students for their enthusiastic participation in the letter writing competition.





21st October, 2023

Online Typing Speed Test

Under the aegis of IQAC, the Department of Office Management and Secretarial Practice organized 'Online Typing Speed Test' on October 21, 2023. This activity was conducted by Mrs. Surjit Kaur, Assistant Professor. The college Principal Dr. Maneeta Kahlon appreciated the students for their enthusiastic participation in this activity.





16th November, 2023

Parent Teacher Meet held at GNKCW

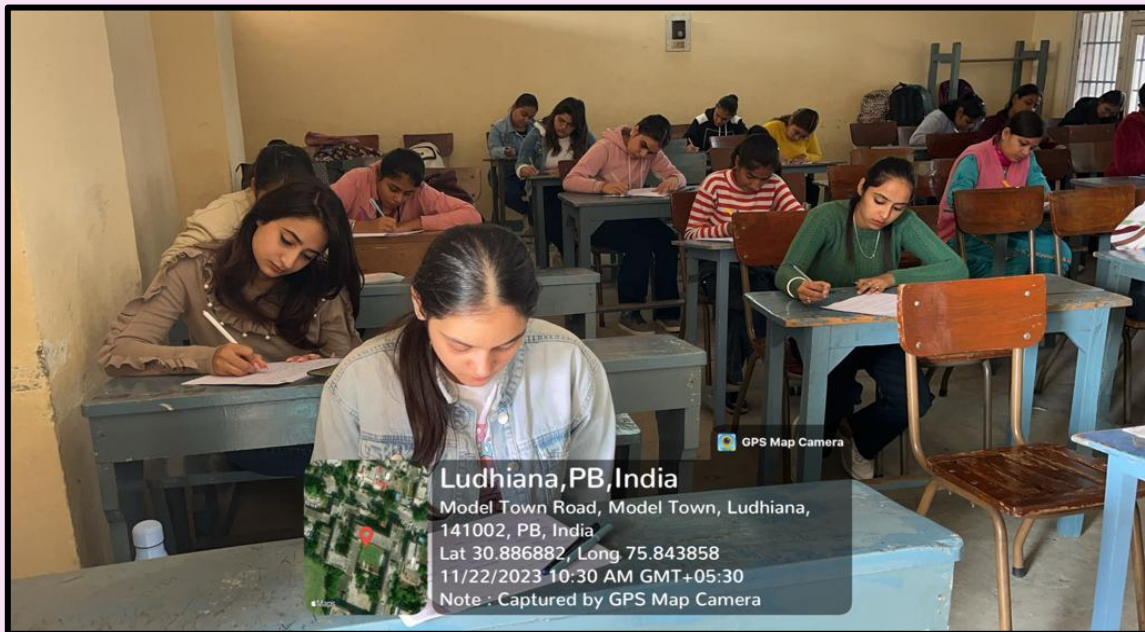


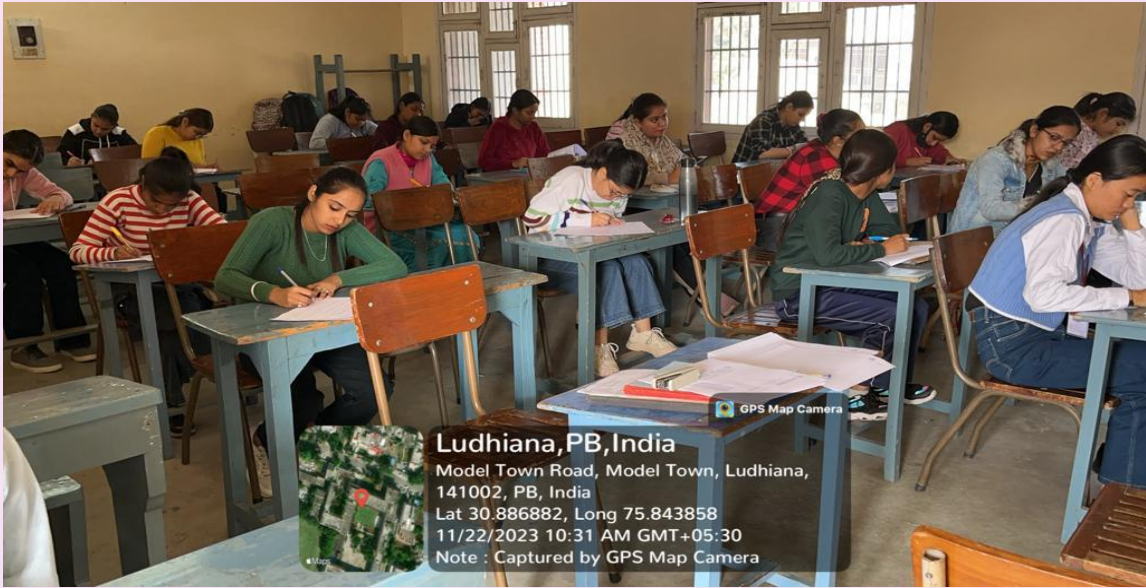
21st – 23rd November, 2023

Final Practical Examination November 2023

Final Practical Examination for Odd Semester was conducted from November 21, 2023 to November 23, 2023.







Summarized Report of the Department

S. No.	Date	Activity
1.	19 th September, 2023	Letter Writing Competition
2.	21 st October, 2023	Online Typing Speed Test
3.	16 th November, 2023	Parent-Teacher Meet
4.	21 st – 23 rd November, 2023	Final Practical Examination November 2023

Faculty Activities

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.