

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

**Departmental Report of Office Management  
&  
Secretarial Practices  
Session 2024-2025  
Even Semester**



*Maneeta*

**Dr. Maneeta Kahlon**  
Principal

*Surjit Kaur*

**Mrs. Surjit Kaur**  
Assistant Professor  
*Head of the Department*

## **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**

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

### **Teaching Faculty**

<b>S. No.</b>	<b>Name of the Faculty Member</b>	<b>Educational Qualification</b>
1.	Mrs. Surjit Kaur	MSc IT, B.Ed., 1 Year OMSP Diploma in Stenography

### **Student Strength**

<b>S. No.</b>	<b>Name of the Course</b>	<b>Student Strength</b>
1.	B.A. First Year	22
2.	B.A. Second Year	15
3.	B.A. Third Year	30

## 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

### **A visit to S.R.S. Govt. Polytechnic College, Ludhiana**

**11<sup>th</sup> February, 2025**

Under the aegis of IQAC, Department of OMSP & History students of Guru Nanak Khalsa College for Women, Model Town, Ludhiana organized a visit to S.R.S. Govt. Polytechnic College, Ludhiana on 11 February 2025 along with 40 students. Visiting the college which includes a live demo of machines which are useful in modern office work. Head of the Department of Modern office practice Mr. Davinder Kumar explained the functioning and benefits of MOP to the students. Various queries of students were answered by the experts. Mrs. Surjit Kaur HOD of OMSP and Mrs. Sandeep Kaur HOD of History organized the visit and accompanied the students.

Principal Dr. Maneeta Kahlon encouraged teachers to conduct such visits so that students got opportunities to explore new techniques which are useful in office work.

1.

<https://www.facebook.com/share/p/1Es9a8wfyX/>

2.

[https://www.instagram.com/p/DGASlGwRhen/?utm\\_source=ig\\_web\\_copy\\_link&igsh=MzRlODBiNWFlZA==](https://www.instagram.com/p/DGASlGwRhen/?utm_source=ig_web_copy_link&igsh=MzRlODBiNWFlZA==)







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## Letter Writing Competition

**April 09, 2025**

Under the aegis of IQAC, the Department of Office Management and Secretarial Practice at Guru Nanak Khalsa College for Women, Model Town, Ludhiana, organized a 'Letter Writing Competition' on April 9, 2025.

The event was held under the guidance of Mrs. Surjit Kaur, Head of the Department of OMSP. A total of 17 students from B.A. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year enthusiastically participated in the competition.

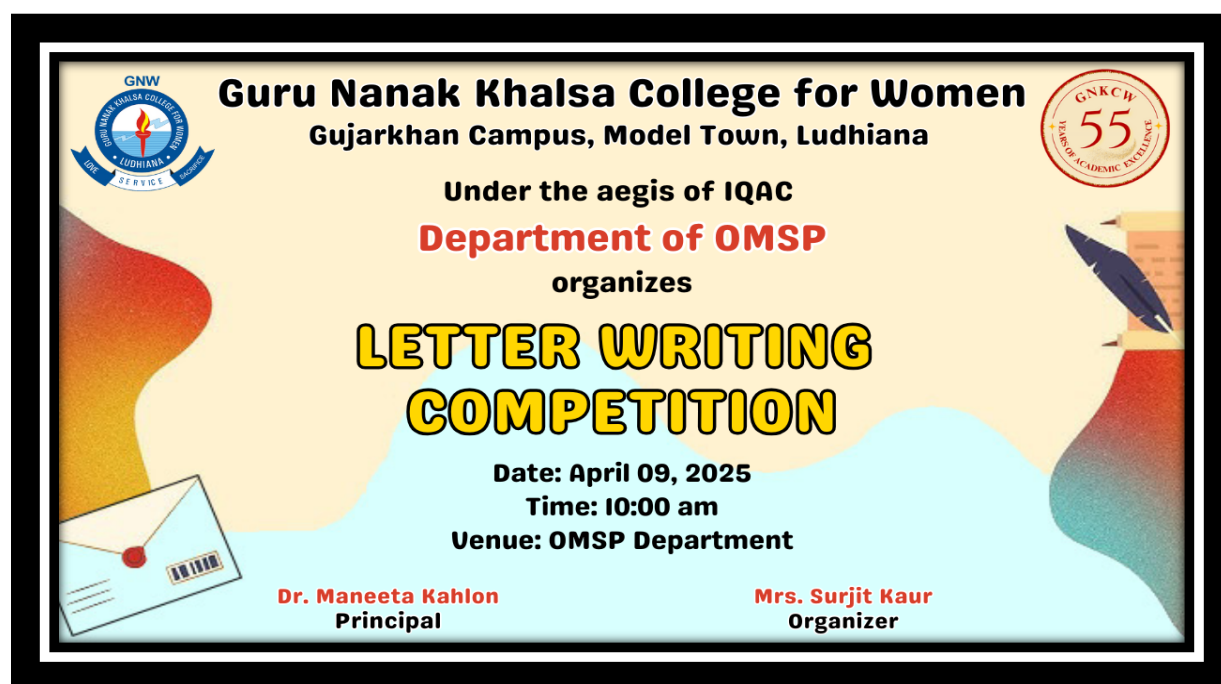
The results of the competition are as follows :

**First Prize** : Aastha (B.A. 3<sup>rd</sup> Year)

**Second Prize** : Noorjahan (B.A. 1<sup>st</sup> Year)

**Third Prize** : Jaspreet Kaur (B.A. 2<sup>nd</sup> Year)

The Principal, Dr. Maneeta Kahlon, congratulated the winners and appreciated all the participants for their active and spirited involvement in the event.











## Parent Teacher Meet

12<sup>th</sup> April, 2025

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 GNKWCW team members. During the meet, an open interaction was held with parents of students from different streams. Various students oriented activities and extracurricular activities were discussed with parents. Academic performance of the students was shared by subject teachers. Parents were also asked for their suggestions in this forum. They were also informed about the datesheet of upcoming panjab university examinations. The event was organized under guidance of Coordinator Mrs. Manpreet Kaur and Co-coordinator Dr. Madhu Dhawan. Principal 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.

1. [https://www.instagram.com/p/DIVtEAYRs4K/?img\\_index=5&igsh=MTNnZDFyMD\\_BsaGZ2bQ%3D%3D](https://www.instagram.com/p/DIVtEAYRs4K/?img_index=5&igsh=MTNnZDFyMD_BsaGZ2bQ%3D%3D)







