

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



**SUPPORTING DOCUMENT
(2024-2025)**

**2.5.1- Mechanism of Internal Assessment is transparent and
robust in terms of frequency and mode.**

(Additional Information)

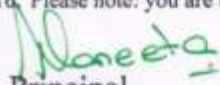
Dr. Maneeta Kahlon

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

Agenda For Student Mentoring Meet on 1st August, 2024.

Timings: 12:20pm-1:00pm

1. Warm Welcome to students and introduction of Mentor Mentee concept.
2. Each student is supposed to join Mentor's whatsapp group especially made for accessibility of students.
3. Inform students that Mentor Mentee Meet will be held at the end of every month
4. Students should attend their classes regularly as 75% attendance is required.
5. Student's leave should be signed by their respective mentor in case of seven days. If leave is more than seven days, it should be signed by College Registrar Mrs. Seema Dua.
6. College is organizing 'Teej Festival' on 17th August 2024 and 'Fresher Party' on 24th August 2024 in the College Campus, so be ready for both the events with zeal and enthusiasm.
7. Students must follow Social Media Platform i.e. Facebook & Instagram for College activities.
8. Students must follow the code of conduct which is displayed on the college website. Link of the website is www.gnwdh.com.
9. Students are required to fill Anti ragging form. It is mandatory for all. Link of website is <https://antiragging.in> after filling this form, download the form, student will receive an e-mail with registration number, afterwards you have to forward that e-mail to gnkcwantiragging@gmail.com
10. Students do not lend your phone to any student for making calls. If a student requests you to use your phone to contact her parents or for any other reason, kindly direct her to the college administrative office where she can use college phone to make the call.
11. Students are not permitted to enter or leave the college premises with their faces covered. Covering your face is only allowed once you have exited the college gate.
12. Subject change (S1, S2, S3) for BA 1st year after 20th August, 2024 will not be entertained.
13. Maintain discipline in the college & keep your campus neat & clean, by not littering and using dustbins.
14. Students are not allowed to use your Mobile phone during lecture.
15. Mentees are not supposed to leave the whatsapp group as all information about your class/college will be sent in the group.
16. Please note: you are under Camera Surveillance so refrain from indulging in anti-social activities.


Principal

Agenda For Student Mentoring Meet on 31st August 2024.

Timings: 12:20Pm-1:00pm

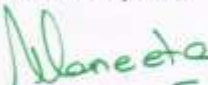
1. Thematic Rashtriya Poshan Maah, 2024 will be celebrated in the month of September, 2024 to raise awareness and sensitize the youth for anemic disorders these days.
2. To inform all first year students of different streams to register on ABC portal which is essential under New Education Policy.
3. Students should attend their classes regularly as 75% attendance is required.
4. Student's leave should be signed by their respective mentor in case of seven days. If leave is more than seven days, it should be signed by College Registrar Mrs. Seema Dua.
5. Students are prohibited from bringing expensive gifts for teachers on 5th September (Teacher's Day). They may show appreciation to the teacher only with a diary or pen.
6. Students must follow Social Media Platform i.e. Facebook & Instagram for College activities.
7. Students must follow the code of conduct which is displayed on the college website. Link of the website is www.gnwdh.com.
8. Students do not lend your phone to any student for making calls. If a student requests you to use your phone to contact her parents or for any other reason, kindly direct her to the college administrative office where she can use College phone to make the call.
9. Mid-term exams will begin on 30th September, 2024. Attendance in the MSTs is mandatory and no excuse will be entertained. The student's internal assessment will be based on their MST results.
10. Students are not permitted to enter or leave the college premises with their faces covered. Covering your face is only allowed once you have exited the college gate.
11. Maintain discipline in the college & keep your campus neat & clean, by not littering and using dustbins.
12. Students are not allowed to use your Mobile phone during lecture.
13. Mentees are not supposed to leave the whatsapp group as your details are updated by your mentor.
14. Please note: you are under Camera Surveillance so refrain from indulging in anti-social activities.


Principal

Agenda For Student Mentoring Meeting on 28th September 2024

Timings: 12.20pm-1.00pm

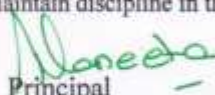
1. Mid-semester exams will start on 30th September. Attendance for these exams is mandatory, and absentees will be fined Rs. 500 per exam. The date sheet has already been shared in the respective WhatsApp groups on September 16, 2024. Every student should follow the code of conduct if exams.
2. In case of an emergency, students must submit a hard copy of their leave request to the mentor before the day of the exam. Leave applications after the exam will not be considered.
3. Students are not permitted to leave the exam hall before two and a half hours have passed.
4. Paper distribution and discussion will be done on 21st October and 22nd October 2024. any discrepancy in marking or calculation can be brought to the notice of the Teacher.
5. Internal assessment is based on performance in the mid-semester exams along with other parameters. Academic topper Prizes will be awarded based on performance in the mid-semester exams.
6. The Zonal Youth Festival will be held from October 22, 2024, to October 26, 2024, at GCG Ludhiana. Students participating in the festival must notify their subject teachers about the rehearsal schedule.
7. Students must follow Social Media Platform i.e. Facebook & Instagram for College activities.
8. Maintain discipline in the college & keep your campus neat & clean, by not littering and using dustbins.
9. On the occasion of Karva Chauth, Mehndi stalls will be set up from October 16th to October 18th, 2024. Those interested should contact Ms. Parveen Verma in the Department of Home Science.
10. The Roshini-Diwali Exhibition will take place on October 29-30, 2024, with a lucky draw/raffle on October 31, 2024.


Principal

Agenda for Student Mentoring Meeting on 28th October 2024

Timings: 12.20pm-1.00pm

1. Wishing all students a prosperous and safe Diwali.
2. Annual exhibition '**Roshini**' will be held in the College on 29th and 30th October, 2024. Student must support fellow student entrepreneurs who are putting various stalls.
3. Lucky draw will be held on October 31, 2024. Winners of lucky draw have to deposit the counterfoil of their tickets in order to claim prize within 10 days.
4. **PTM will be held on 9th November, 2024.**
5. To inform students about various Inter college competitions that will be held in month of November.
6. Practical examinations of undergraduate classes are scheduled to commence on November 04, 2024. Attendance for these exams is mandatory and if a student does not appear in these examinations, she will get a reappear in the concern subject.
7. **Internal assessment is based on performance in the mid-semester exams along with other parameters.**
Academic topper Prizes will be awarded based on performance in the mid-semester examinations.
8. Parents should know that College has Grievance Redressal Cell, in case of any issue; students can approach Dr Balbir Kaur, and Mrs Manmeet Kaur, In charges of Grievance Redressal Cell. They can also use suggestion \ complaint box which is opened every month.
9. Students must follow Social Media Platform i.e. Facebook & Instagram for College activities.
10. Maintain discipline in the college & keep your campus neat & clean.

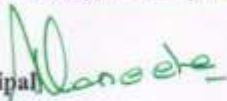

Principal

Agenda For Student Mentoring Meet

28th February , 2025

1. Students should deposit a minimum amount of Rs 5000/- on 2nd March 2024 . it's last day to deposit college fee otherwise university examination forms will not be submitted as college university clerk Ms Suresh has to leave to PU,Chandigarh on 4th March 2024 in this regard.
2. College is organising one day trip on 2nd March, 2024. Along fun and masti during trip , Students must maintain discipline and cooperate with teachers who are on duty .
3. Farewell for all final year students is going to be organised on 6th April, 2024.final year students of all streams are required to deposit Rs 500 to their respective mentors.
4. Mid Term Exams will commenced from 18th March 2024 which are Mandatory to all. Assessment of Student will be based on performance in Mid Semester Test , Class Attendance and assignments ,in case of absentee from exam , student will be fined Rs 500 for each paper. Prior sanctioned leave (duly signed by authority) will only be entertained.

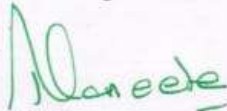
Principal



Agenda For Student Mentoring Meet

11th April, 2025 (Timings-12.30pm-1.00pm)

- 1 To inform students about **PTM** which is going to be held on 12th April, 2025 It is mandatory for parents to attend it .In case of parents not attending PTM , roll no will not be issued to the students.
- 2 **Prize distribution** function will held on 19th April 2025.
- 3 It is imperative to remind all students that using **unfair** means during exams will not be tolerated. Engaging in such practices may result in severe consequences, including being debarred from future examinations.
- 4 To inform students about clearing of their **pending dues** (including fees , library fine, canteen charges etc.) the schedule has already been sent in all whatsapp groups.
- 5 To inform students about university **practical examinations** that are going to start from April 15, 2025 for all UG classes and PG classes from 21st April 2025.
- 6 Students must check the date sheet of **final examinations** which will commence on April 28, 2025. No need to rely on their friends for the same.
- 7 Student must fill **SSS (student satisfaction survey)** and **college feedback** form positively and send the screen shot of it to their respective mentors.
- 8 **Remedial classes** will be held from 15th April,2025 to 22nd April,2025
- 9 **Ardas** for success of students in university examinations will be done on April 15th 2025. There will be no gating from 15th April 2025.
- 10 Wishing all students **Good luck** for their university examinations.



Principal