

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



**Supporting Document
(Session 2024-25)**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Dr. Maneeta Kahlon

Principal

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

ANNUAL DUTIES

COLLEGE COMMITTEES/CLUBS/CELLS SESSION 2024-25

1. (a) ADMISSION & ANNUAL PLAN COMMITTEE (In Campus)

Co-ordinator: Mrs. Seema Dua

Deputy Coordinator: Dr. Punpreet Kaur

Members:

- Dr. Pratibha Tyagi
- Mrs. Maninder Kaur
- Mrs. Manmeet Kaur
- Dr. Kuldeep Kaur
- Dr. Nidhi Sharma
- Ms. Daisy Wadhwa
- Mrs. Gagneetpal Kaur

DUTIES:

- To draft the Annual Plan of activities for the year 2024-2025 and to incorporate the same in the Prospectus.
- To assist the students and to interact with the parents during admissions.
- To provide proper College Identity Cards to the students after the reopening of the College.
- To file and maintain the records of the admissions and Annual Plan.
- To submit the enrollment records to the IQAC Committee.

1. (b) ADMISSION COMMITTEE (For Visits to Schools)Members:

- Dr. Kuldeep Kaur
- Mrs. Seema Dua
- Dr. Punpreet Kaur
- Dr. Nidhi Sharma
- Mrs. Manpreet Kaur
- Mrs. Rajwinder Kaur
- Mrs. Madhu Dhawan
- Mrs. Harpreet Kaur
- Dr. Kirti Dhawan
- Mrs. Anupam Vatsyayan
- Mrs. Gagneetpal Kaur
- Ms. Daisy Wadhwa
- Mrs Satwant
- Mrs. Shikha Kalra

DUTIES:

- To draft the list of schools for visit.
- To identify and make separate lists of schools of CBSE, PSEB and ICSE boards.
- To visit schools and sensitize students about courses running in college.
- To inform students about various scholarship schemes.
- To file and maintain records of all visits to schools.

2. TIME TABLE COMMITTEE

Co-ordinator – Mrs. Seema Dua

Members:

- a. Mrs Maninder Kaur
- b. Mrs. Manmeet Kaur
- c. Dr. Nidhi Sharma
- d. Dr. Anupam Vatsyayan
- e. Ms. Daisy Wadhwa
- f. Dr. Kirti

DUTIES :

- To frame a suitable, clash free time-table for conducting Theory/Practical classes as per University rules.
- To resolve various complaints of clashes in the time-table and make necessary adjustments.
- To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.

3. ATTENDANCE COMMITTEE

Co-ordinator – Mrs. Gagneetpal Kaur

Members: All mentors

DUTIES:

- To ensure that daily attendance is recorded by the Lecturers in the prescribed Attendance registers.
- To ensure timely compilation of attendance record by the dealing clerks.
- To ensure periodic display of attendance on the Notice Boards.
- To keep track of regular absentees and counsel them, if required , along with their parents.
- To maintain the records of the attendance compiled and submit the same to the IQAC Committee.

4. LIBRARY COMMITTEE

Co-ordinator – Dr. Balbir Kaur

Members:

- a. Mrs. Maninder Kaur
- b. Dr. Nidhi Sharma
- c. Dr. Kirti Dhawan
- d. Dr. Anupam Vatsyayan
- e. Ms. Daisy Wadhwa
- f. Mrs. Shikha Kalra
- g. Mrs. Sukhjit Kaur

DUTIES:

- To take stock of the existing, newly added and total number of books.
- To suggest measures to maintain the sanctity of the library.
- To organize book weeks, book talks, and book displays on special occasions.
- To arrange talks for students to motivate them for cultivating reading habits.
- To provide digital library facilities with National and International online journals.
- To see that Library building is enabled with Wi-fi facility.
- To see that library issue/ return of books are maintained through software.
- To acquire books for the book bank and distribute to the deserving students.
- To maintain the sanctity of the Library.
- To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC Committee.

5. N.S.S. UNIT/EBSB / Red Cross Society**Programme Officers/ Club Coordinators**

- a. Dr. Neetu Prakash
- b. Mrs. Satwant Kaur

Member

Mrs. Sukhjit Kaur

DUTIES:

- To induct students in NSS after explaining about NSS.
- To plan and execute N.S.S. Programmes for the year.
- To conduct Special N.S.S. camp.
- To Organize and celebrate important days of the year.
- To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College.
- To take care of campus beautification and gardening.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

6. CAREER GUIDANCE/ PLACEMENT / ENTREPRENEUR DEVELOPMENT CELL**Co-ordinators:**

- a. Dr. Neetu Prakash
- b. Dr. Nidhi Sharma

Mrs. Sukhjit : To provide information and guidance related to career and jobs in Armed forces.

DUTIES:

- To organize career oriented workshops for the outgoing students.
- To organize coaching classes for competitive exams by inviting experts.
- To conduct awareness programmes on entrepreneurship skills for students.
- To invite experienced academicians, leading professionals with extensive corporate experience.
- To help students to identify employment options that matches their career interests.
- To find out potential employers locally and out of district.
- To prepare students to face interviews.
- To identify and develop employability skills in students.

7. FIELD TRIPS/ INDUSTRY VISIT/ TOUR AND TRANSPORT COMMITTEE

Co-ordinator : Dr. Kuldeep Kaur

Members:

- a. Mrs Maninder Kaur
- b. Mrs. SeemaDua
- c. Dr. Nidhi Sharma
- d. Dr. Kirti Dhawan
- e. Mrs. Sukhjit Kaur
- f. Dr. Shikha Bajaj

DUTIES:

- To co-ordinate the Educational Trips and field visits conducted by different Departments.
- To maintain the records of the Study Visits/ Educational Trips conducted and submit the same to the IQAC Committee.

8. FIRST AID AND HEALTH WATCH

Co-ordinator – Warden/ Mrs.Sukhwinder

Members:

- a. Mrs. Satwant
- b. Mrs. Sukhjit Kaur
- c. Mr.Surinder Singh (Office Supdt.)

DUTIES:

- To organize programmes for students and Staff related to Health and First Aid.
- To maintain First Aid Room and ensure it is equipped with all the basic facilities in case of emergency.
- To organize Community Welfare programmes. i.e. to involve their participation in Yoga camps etc.
- To guide and help students to develop study habits, resolving personal and emotional

difficulties & interpersonal relationships.

- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

9. CANTEEN COMMITTEE

Co-ordinator : Mrs. Shikha Kalra

Members:

- a. Dr. Nidhi Sharma
- b. Mrs. Rajwinder Kaur
- c. Dr. Madhu Dhawan
- d. Dr. Anupam Vatsyayan
- e. Ms Amarpreet Kaur

DUTIES:

- To see that the Canteen services to students / staff are good.
- To fix the rates for the items served in the Canteen and to maintain cleanliness in the Canteen.
- To check the quality of eatables being served to the students in canteen.
- To make sure tha Menu card and Rate list are displayed.

10. EXAMINATION COMMITTEE

Co-ordinator: Mrs. Manpreet Kaur

Mrs Gagneetpal Kaur

Co-coordinators– Mrs. Seema Dua (Registrar) and All HODs of their departments.

DUTIES:

- To successfully conduct the House Examinations and prepare the Results.
- To ensure that marks lists are submitted by lecturers to the Examination Section by due dates and the Statement of Marks are given to the Students / Parents within the stipulated time.
- To make inventory of the required Stationary well in advance and put up the requisition for required items
- To prepare course/programme wise distribution of pass percentage and submit the sameto the IQAC Committee.

11. DISCIPLINE & ANTI-RAGGING COMMITTEE

Co-ordinator: Mrs. Punpreet Kaur

Members:

- a. Mrs. Gagneetpal Kaur
- b. Mrs. Manpreet Kaur

- c. Dr. Madhu Dhawan
- d. All Mentors

DUTIES:

- To initiate timely action against erring students.
- To agree what is acceptable and unacceptable behaviour.
- To support the development of strategies designed to promote and encourage good student behavior.
- To ensure overall disciplined environment in the College.
- To establish a consultative process for ascertaining the views of the principal, teachers , students and parents in matters relating to discipline and student behaviour.
- To sensitize students about the evils of ragging and its prevention in the College Campus by organizing talks/ programmes etc.
- To address complaints about ragging as per the Govt. and University procedures.
- To maintain records of the cases investigated and submit the same to the IQAC Committee.

12. GRIEVANCE REDRESSAL/ SEXUAL HARASSMENT COMMITTEE

Co-ordinator – Dr. Balbir kaur

Co-Coordinator - Mrs. Manmeet Kaur

Members : Ms Seema Dua

Dr. Punpreet Kaur

Mrs. Shikha Kalra

Mrs. Rajni Rajpal (Non Teaching)

DUTIES:

- To attend to the general grievances of the students, public (related to the College), Staff and suggest redressal measures within the framework of College / University / Government rules.
- To instruct the official/s concerned to attend to the grievances.
- To refer / report the matters to the Principal.
- To attend to Students' grievances related to Examination/s and recommend suitable redressal measures.
- To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.
- To celebrate International Women's Day.
- To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.

13. Red Ribbon Club/Youth Club

Incharges :

- a. Dr. Nidhi Sharma
- b. Ms Daisy Wadhwa

Program Officers of NSS- Dr. Neetu Prakash, Mrs. Satwant Kaur
NCC unit - A.N.O Lt. Sukhjit Kaur

DUTIES:

- To maintain Liason with District Red Ribbon and Youth Services Officials.
- To conduct activities under Red Ribbon Club and Youth Club
- To file and submit the records to the IQAC .

14. MAGAZINE /PROSPECTUS COMMITTEE

Coordinator: Dr. Kuldip Kaur

Mrs. Seema Dua

Members

- Dr. Anupam Vatsyayan
- Ms. Daisy Wadhwa
- All heads
- Student Editors

DUTIES:

- To receive the articles / reports from the students/staff and edit the same.
- To ensure that no reports/articles objectionable in nature are published.
- To appoint students as sectional editors.
- To arrange to have photographs of staff and students required for the magazine on College Day and on the send-off day.
- To get the magazine printed by April end and distribute the same to students and staff.

15. WEBSITE DEVELOPMENT/PUBLIC RELATIONS/ PRESS RELEASE/SOCIAL MEDIA COMMITTEE

PRO – Dr. Kirti Dhawan

Social Media Manager – Ms Daisy Wadhwa and Ms Gursimran Kaur

Website Incharges:

- a. Mrs. Kirti
- b. Mrs. Gagneetpal Kaur

- c. Ms. Daisy Wadhwa
- d. Ms. Harleen Kaur (Non Teaching)
- e. Ms Sandeep Kaur (Non Teaching)

DUTIES:

- To develop and maintain the College Website.
- To disseminate the efforts and the achievements of the College, Students and Staff to the outer world through Website updates, publicity through Media, News Papers, etc.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

16. INFRASTRUCTURE MAINTENANCE & DEVELOPMENT COMMITTEE

Co-ordinator : Mrs. Maninder Kaur

Members:

- a. Mrs. Seema Dua
- b. Dr. Kirti Dhawan
- c. Ms. Daisy Wadhwa
- d. Mrs. Surjit
- e. Mrs. Shikha Kalra
- f. Mrs. Harpreet (fine Arts)
- g. Mr Surinder Anand (Office Superintendent)
- h. Mr. Suresh (Head Clerk)
- i. Mr. Akhilesh (Visiting Computer Expert)

DUTIES:

- To suggest measures for the safety, development and maintenance of old College building infrastructure.
- To ensure optimal use of the College resources, get defective gadgets repaired.
- To suggest measures to dispose off outdated and unusable items.
- To ensure Computerization /Automation of Library and Administration/Technology upgradation (overall)
- To provide internet facility with Wi-Fi connectivity.
- To provide details of infrastructure facilities to the IQAC Committee.

17. HOSTEL COMMITTEE

Co-ordinator: Mrs. Manmeet Kaur and Dr. Balbir Kaur

Members:

- a. Mrs. Seema Dua
- b. Dr. Nidhi Sharma
- c. Mrs. Surjit Kaur
- d. Hostel Warden
- e. Mrs. Sukhwinder

DUTIES:

- Act as a bridge between the administration, caterers, hostel authorities on one side and the students on the other
- Facilitate the addressing of issues that the students have and communicate the same to the concerned authorities
- Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues etc.
- Caters to the generic issues related to campus.

18. PATH COMMITTEE

Co-ordinator: Dr. Balbir Kaur

Members:

- Mrs. Manmeet Kaur
- Dr. Kuldeep Kaur
- Mrs. Manpreet Kaur
- Mrs. Gagneetpal Kaur
- Mrs. Inderjeet(Pbi)
- Ms. Shalini
- Mrs Jaspreet Kaur (Music)
- Mrs. Harinder (Library)

DUTIES:

- To conduct morning assembly to seek blessings of Almighty
- To make important announcements in morning assembly
- To organize path on various occasions and make necessary arrangements for its smooth conduct.

19. HOSPITALITY TEAM

Co-ordinator: Mrs. Shikha Kalra

Members

- Mrs. Harpreet (Fine Arts)
- Mrs. Shikha Bajaj
- Mrs. Amarpreet Kaur
- Dr. Pratibha Tyagi

DUTY:

- To manage refreshment in all functions of the college.

20. AUDITORIUM / SEMINAR HALL COMMITTEE

INCHARGES:

- Auditorium Incharge - Hostel Warden
- Seminar hall Incharge - Ms Daisy , Mrs. Satwant , Mrs. Gagneetpal, Mrs. Surjit

DUTY:

- To update and maintain the infrastructure assigned.

21. IOAC / NAAC

Co-ordinator: Dr. Kuldeep Kaur

Co-coordinator : Dr. Anupam Vatsyayan

DUTIES:

- To prepare ATR
- To present Annual Plan
- To document and file records of all departments.
- Development of quality benchmarks/parameters for various academic and administrative activities of the college.
- Facilitating the creation of a learner-centric environment conducive to quality education.
- Dissemination of information on various quality parameters of higher education;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Preparation of the Annual Quality Assurance Report (AQAR) and submit to NAAC.

22. SCHOLARSHIP/FEE CONCESSION COMMITTEE

Co-ordinators: Dr. Balbir Kaur
Mrs. Manmeet Kaur

Members:

- Mrs. Seema Dua (Registrar)
- All mentors

DUTY:

- To give concessions to the needy, deserving, meritorious, fatherless students

23. NCC

ANO: Lt. Sukhjot Kaur

DUTY:

- To Plan and execute NCC programs for the year.

24. YOUTH WELFARE DEPARTMENT (CULTURAL COMMITTEE)

Co-ordinator: Dr. Punpreet Kaur and Ms Daisy Wadhwa

Members:

- a. Dr. Kuldeep Kaur
- b. Mrs. Seema Dua
- c. Mrs. Gagneetpal Kaur
- d. Mrs. Harpreet Kaur (F. Arts)
- e. Mrs. Shikha Kalra
- f. Dr. Shikha Bajaj

DUTIES:

- To conduct Talent Hunt in college to tap the potential of students.
- To plan and schedule cultural events for the academic year.
- To promote and arrange extra curricular activities to bring out the talents of students.
- To encourage students to showcase their talents and participate in various competitions.
- The committee shall be responsible for all intra and inter collegiate cultural events in the college.
- To Prepare the students for youth festivals, Inter-college, Intra-College Competitions
- To arrange venue and logistics for various competitions.

To Maintain Records of Invitations -Mrs. Punpreet Kaur, Mrs. Gagneetpal Kaur

25. GREEN CLUB/ECO CLUB

Co-ordinator: Dr. Parveen Arora

Members:

- a. Mrs. Rajwinder Kaur
- b. Dr. Shikha Bajaj
- c. Mrs Surjit Kaur
- d. Mrs Sukhjit Kaur

DUTIES

- To work towards preservation of environment.
- To promote participation of students in working towards the conservation and sustainability of environment.
- To organize various activities which can bring environment awareness in students and motivate them to act as responsible citizens.
- To organize plantation drives and celebrate Environment day , Earth day ,Van Mahotsav week etc and make humble contribution to the environment.

26. STAFF WELFARE COMMITTEE

Staff Secretaries

- a. Dr. Nidhi Sharma
- b. Dr. Anupam Vatsyayan

DUTIES

- Maintain high moral standards by looking after the needs of the staff
- Plan for general welfare activities for teaching and administrative staff.
- Build a healthy working environment and foster good relationship among the staff.
- Collect and compile databases of faculty and staff working in the campus.
- Provide opportunities for attending various workshops, seminars, symposiums, and conferences conducted by various institutions and agencies in and outside the locality /region/ state.
- Plan and organize regular programs and activities for the Faculty Development Programs (FDPs) / Faculty Improvement Programmes (FIPs) and Staff (Administrative) Development Programs.
- Organize staff motivational / recreational activities such as, Felicitations, Picnics, etc.
- Represent the staff and forward cases of complaints and grievances of staff to the Management Committee
- Administer the Staff Welfare Fund and ensure its proper use.
- Organize Welcome/ Farewell parties for the faculty.
- Maintain the records and file all the activities conducted and submit the same to the IQAC Committee.

27. ACADEMIC AUDIT COMMITTEE

Registrar: Mrs. Seema Dua

Members: All HODs

28. ADMINISTRATIVE AUDIT COMMITTEE

Coordinators: Mrs. Maninder Kaur (Burser)

Mrs. Manmeet Kaur

Members:

- a. Mrs Seema Dua
- b. Mrs. Manpreet Kaur
- c. Mr. Surinder Singh (Office Superintendent)
- d. All HODs

29. RESEARCH AND DEVELOPMENT CELL

Coordinator Dr. Neetu Prakash

Members:

- a. Dr. Nidhi Sharma
- b. Dr. Punpreet Kaur
- c. Mrs. Manpreet Kaur
- d. Mrs. Rajwinder Kaur
- e. Dr. Madhu Dhawan
- f. Dr. Anupam Vatsyayan

DUTIES

- To identify training needs of researchers.
- To encourage faculty for research work.
- Identify emerging areas for student projects which are part of the curriculum.
- To subscribe for national and international research journals.
- Developing research culture among students
- To suggest steps for effective use of college resources for extension services.

30. UGC CO-ORDINATOR

Dr. Nidhi Sharma

DUTIES

- To search different grants for the colleges for strengthening basic infrastructure
- To accommodate innovative ideas to influence teaching, research , academic excellence and societal growth.
- To organize various activities as instructed by UGC
- To upload all relevant data on UGC Activity monitoring portal

31. SPORTS COMMITTEE

Coordinators : Mrs Sukhjit Kaur
Mrs. Parminder Kaur

Members:

- a. Mrs. Surjit Kaur
- b. Ms Asha
- c. Mr. Surinder Singh (Office Superintendent)

32. Anti drug cell and Buddy Group

Coordinator : Dr. Parveen Arora

Co-coordinator: Dr. Madhu Dhawan

Members:

- a. Mrs. Surjit Kaur
- b. Mrs Shikha Kalra

DUTY:

- Organize Community Involvement programs specific to Buddy Program.

33. PURCHASE COMMITTEE

Co-ordinator : Mrs. Manmeet Kaur

Members:

- a. Mrs. Maninder Kaur
- b. Dr..Balbir Kaur
- c. Mrs. Seema Dua
- d. Mrs. Harpreet (Fine Arts)
- e. Ms Daisy Wadhwa
- f. Mrs. Shikha Kalra
- g. Dr. Shikha Bajaj
- h. Ms Amarpreet Kaur
- i. Mr. Surinder Singh
- j. Mr. Suresh

DUTIES:

- To scrutinise the indents put forth by the Depts./ Labs. /Committees/and various sections of the College from time to time.
- To analyze quotations provided by the logistics department and provide recommendation for approval.
- To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
- To ensure all documentation is proper
- To maintain the records of the purchase and submit the same to the IQAC Committee.

34. LEGAL LITERACY CLUB

Coordinator: Dr. Parveen Arora

Members:

- a. Mrs. Rajwinder Kaur
- b. Dr. Shikha Bajaj

DUTIES:

- To create awareness among students about their constitutional rights, duties and legal obligations.
- To involve students in various programs related to legal literacy so that play more effective and helpful role in educating people regarding various laws, schemes,

- programmes and current issues.
- To spread awareness about legal rights and free legal services provided by PSLA (Punjab State Legal Authority).

35. ALUMNI ASSOCIATION

Co-ordinator : Mrs. Rajwinder Kaur

Members:

- a. Dr. (Mrs.) Kuldeep Kaur
- b. DR. Nidhi Sharma
- c. Mrs. Manpreet Kaur
- d. Dr. Anupam Vatsyayan
- e. Mrs. Gagneetpal Kaur
- f. Ms. Daisy Wadhwa
- g. Dr. Shikha Kalra
- h. Mrs. Surjit

36. MENTORING/TUTORIAL COMMITTEE

Coordinator: Dr. Madhu Dhawan

Co-Coordinator : Mrs. Manpreet Kaur

Members:

All Mentors

DUTIES:

- Mentoring and counseling inside the campus.
- Myriad activities to channelize the energy of the youth through various clubs and societies

37. PARENTS TEACHERS ASSOCIATION

Coordinator: Mrs. Manpreet Kaur

Co-Coordinator : Dr. Madhu Dhawan

Members:

All Mentors

DUTIES:

- Welcome and introduction of teachers and parents.
- To provide information about various student-oriented activities and schemes run at the college level as well as departmental level.
- To discuss both the strengths and areas of improvement in the performance of students.
- To take Suggestions from parents.

38. STUDENT WELFARE ASSOCIATION

Coordinator: Dr. Parveen Arora

Members:

- a. Mrs. Seema Dua
- b. Dr. Neetu Prakash
- c. Dr. Nidhi Sharma
- d. Mrs. Rajwinder Kaur
- e. Mrs. Harpreet (Fine Arts)
- f. Ms Daisy Wadhwa
- g. Mrs. Surjit

DUTIES:

- To form Student Welfare Association of the college which begins functioning after the Investiture & Oath Ceremony.
- To ensure that members of central association perform regular duties for discipline and cleanliness in free periods as per the allotment by the office bearers in consultation with the teachers.
- To see that student members perform various duties assigned to them during all the major functions of the college.
- Organize events like Lohri Celebration, Talent Hunt and other festivals and celebrations independently in consultation with the teachers in charge.
- Manage relief activities like collection of donations and funds from the students for national calamities like floods, earthquakes etc.
- Assist in obtaining and filling up of feedback forms from the students regarding various academic and co-academic aspects of the college.
- Help in spreading information about new courses and other reforms and changes taking place in the college to the students as well as the masses.

39. SAP (Swachhta Action Plan) COMMITTEE

Coordinator: Dr. Parveen Arora and Dr. Neetu Prakash

Members: All HODs

DUTIES:

- To establish and maintain a quality assurance team to promote high practice standards of cleanliness
- To inform students about different health check up camps

- To ensure improved water and sanitation facilities.
- To develop health education programs
- To exercise its power and discharge its responsibilities in students interest.
- To maintain proper health care records.

40. EQUAL OPPORTUNITY CELL

Coordinator : Dr. Nidhi Sharma

Members:

- Mrs. Harpreet Kaur
- Ms Daisy Wadhwa

41. BOOK CLUB

Coordinator: Dr. (Mrs.) BalbirKaur

Members:

- Dr. KuldeepKaur
- Mrs Rajwinder Kaur
- Mrs. Gagneetpal Kaur
- Ms. Daisy Wadhwa
- Mrs Sukhjit Kaur

42. WOMEN DEVELOPMENT AND GENDER SENSITIZATION CELL

Coordinator: Mrs. Seema Dua

Co-Coordinator : Dr. Shikha Bajaj

Members:

- Dr. Neetu Prakash
- Dr. Pratibha Tyagi
- Mrs. Amarpreet Kaur
- Mrs kavita Kaplish

43. CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE

Coordinator: Mrs. Seema Dua

Members:

- a. Dr. Parveen Arora
- b. Dr. Neetu Prakash
- c. Mrs. Rajwinder Kaur
- d. Dr. Pratibha Tyagi
- e. Mrs Baljit Kaur

44. UNNAT BHARAT ABHIYAAN

Coordinator: Dr. Balbir Kaur

Members:

- Mrs. Seema Dua
- Mrs. Gagneetpal Kaur
- Mrs. Shikha Kalra
- Dr. Shikha Bajaj
- Mrs. Rajwinder Kaur
- Mrs Amarpreet Kaur
- Mrs. Sandeep Kaur

45. INDIAN KNOWLEDGE SYSTEM COMMITTEE

Coordinator: Mrs. Kavita Kaplish

Members:

- a. Dr. Ravneet Kaur
- b. Ms Neha Dawar

46. STAFF ROOM MAINTENANCE

Staff Secretaries : Dr. Nidhi Sharma and Dr. Anupam Vatsyayan

Common Staff Room:	Mrs Seema Dua, Dr. Kirti Dhawan , Mrs Inderjeet Kaur
Seminar Room & Common Room:	Mrs. RajwinderKaur , Ms. SukhjitKaur
Prayer Room:	Mrs. BalbirKaur , Mrs. HarvinderKaur (Lib)

Home Science Labs:

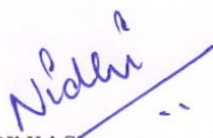
Dr. Shikha Bajaj


47. BURSAR

a. Mrs. Maninder Kaur

48. REGISTRAR

a. Mrs. Seema Dua


Dr. Nidhi Sharma
Coordinator
(Clubs and Committees)


Dr. Maneeta Kahlon
Principal
G.N. Kh. College for Women,
Model Town, LUDHIANA.

Institution Performance Appraisal system

The College has an Annual Self Appraisal report (ASAR) as per 7th pay UGC regulation 18th July, 2018 for the teaching staff.

The performance of each employee is assessed annually to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

Following are the features of the performance appraisal system:

Teaching Staff:

1. The performance of each faculty member is assessed according to the Annual Self- Assessment for the Performance Based Appraisal System (PBAS).
2. Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.
3. The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.
4. The faculty members are informed well in advance of their due promotion.

5. The PBAS proforma filled by the Faculty Member is checked and verified by IQAC Co-coordinator and Principal.

6. Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

Non-Teaching Staff:

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

Following measures are taken for the Performance Appraisal of teaching and non-teaching staff in the institution:

- CAS Promotion criteria as per Panjab University, Chandigarh 2018
- Self assessment proforma for college lecturers
- Self assessment proforma for non- teaching staff
- Conferences/ workshops and membership of professional bodies
- Faculty development Programmes (FDP), Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.
- National Assessment and Accreditation Council (NAAC) - Student Satisfaction Survey
- Suggestion/Complaint Boxes

LINK: PROFORMA FOR CAS

<https://forms.puchd.ac.in/forms/20200122155429-directrecruitmentassistantprofessorapplicationformasperugcregulation2018.pdf>

**Institution Performance Appraisal System: Sample of
Assessment Performa of Teaching Staff**

SELF ASSESSMENT PROFORMA FOR COLLEGE LECTURERS

(To be filled in every year towards the close of academic session)

Year of Assessment _____

I Basic Information

- i) Name of the College : **Guru Nanak Khalsa College for Women, Gujarkhan**
Campus, Gujarkhan Road, Model Town, Ludhiana
- ii) Region in which situated/urban/rural : Urban
- iii) Name of the university to which it is affiliated: Panjab University, Chandigarh.
- iv) Name of the Lecturer : _____
- v) Qualification of the Lecturer: _____
- vi) Subject & Faculty : _____
- vii) Designation : _____
- viii) Date of Birth : _____
- ix) Date of Joining of the College: _____
- x) Teaching Experience at the College Level: Year _____ Month _____
2. Course Taught and Work Load Number of Hours per week:

Lectures	Tutorials /Perceptorials	Practicals	Titles of Courses taught

- i) Undergraduate
- ii) Postgraduate

3. Teaching Methods applied:

(Name and describe new teaching methods used if any)(Besides lecture method) i.e.

- i) Distributing lecture, synopsis and bibliography _____
- ii) Encouraging question in class _____
- iii) Announcing topics for discussion in advance _____
- iv) Holding seminars _____
- v) Use of audio visual aids _____

4. Contribution to COSIP & DOHSSIP SCHEME, if it exists in the college or through U.B.P. _____

- 5. i) Teaching Methods _____
- ii) Evaluation Techniques _____
- iii) Courses development etc. _____

6. Academic and Professional Growth: (During the year)

- i) Research qualification acquired:-
- ii) Research Projects undertaken:-
- iii) Research papers published indicating Titles and names of journals in which published: - _____
- iv) Guidance rendered to Research Scholars : _____
- v) Participation in seminars workshops and conference during the year.
- vi) Participation in orientation Programme Refresher courses etc. _____
- vii) Any other type of training _____

7. Participation in Extra – curricular activity

- a. Extracurricular activities Debates, Cultural activities counseling to Students, Planning forum, NSS, NCC, Scouting etc.
- b. Service to community Adult-Education.
Extension service etc.

8. Help in college administration by membership of various committees such as Discipline Committee Admission Committees, Students Welfare Committee etc. _____

9. Allotted any other examination work such as conduct/evaluation by the University / Board.
10. Any other information about this contribution (Not conveyed above) relevant to proper assessment of activities.

Evaluation of the senior most lecturer of the Deptt. or head of the Deptt. / Principal.

Item	Factual Verification		Evaluation
	Correct	Exaggerated	
1.			Excellent very good Good Average Poor.
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10. General observation			

Signature of the head Deptt.

Incharge of the Deptt. _____

Observation of the Principal

Signature of the Principal

Institution Performance Appraisal System: Sample of Assessment Performa of Non-Teaching Staff

Performance Appraisal Form for Non-Teaching Staff 2023-2024

1. Name of the Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Do you possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions Satisfactorily?					

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					
6	Diligence and sense of responsibility					

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
3	Rapport with the public whenyou interact with them?					

VI.STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
3	Responsibility towards your tasks/ areas of managementassigned to?					

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place

Date

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution