

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

**Departmental Report of Office Management
&
Secretarial Practices
Session 2025-2026
Odd Semester**



Dr. Maneeta Kahlon

Principal

Dr. MANEETA KAHLON
Principal

G.N.Kh. College for Women
Gujarkhan Campus, Model Town
Ludhiana

Ms. Simarpreet Kaur

Assistant Professor

Head of the Department

Teacher's In-charge



Ms. Simarpreet 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

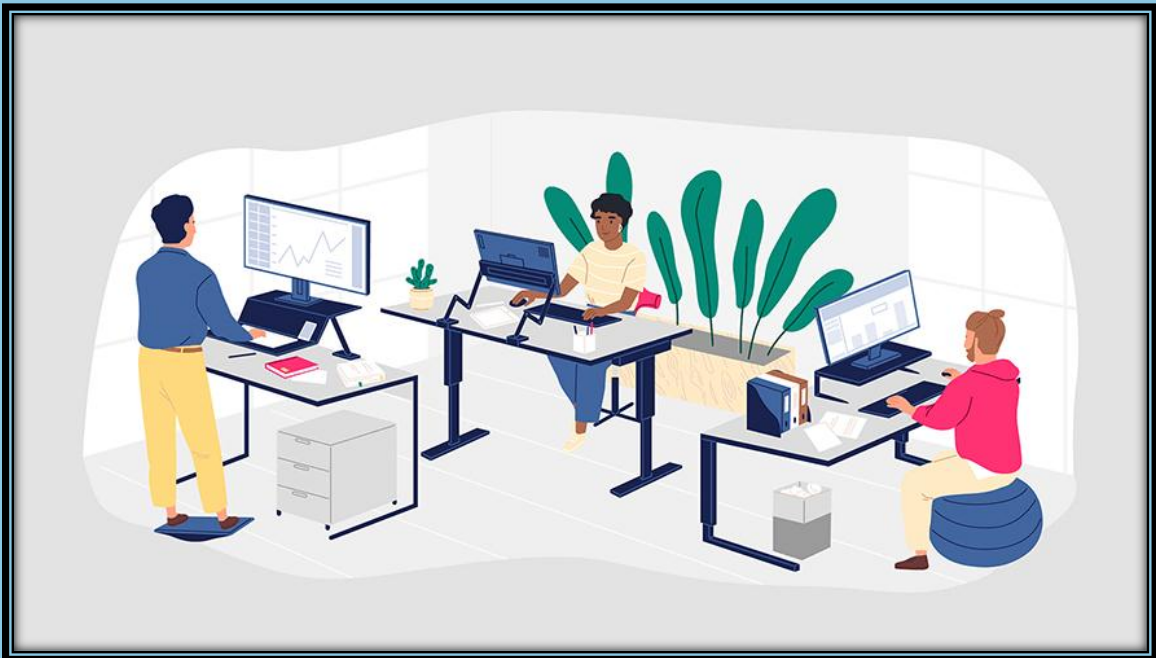
S. No.	Name of the Faculty Member	Educational Qualification
1.	Ms. Simarpreet Kaur	M.Com , B,Com(Hons.)

Student Strength

S. No.	Name of the Course	Student Strength
1.	B.A. First Year	10
2.	B.A. Second Year	17
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

Inter- Class Poster Making Activity

Tuesday, September 23, 2025

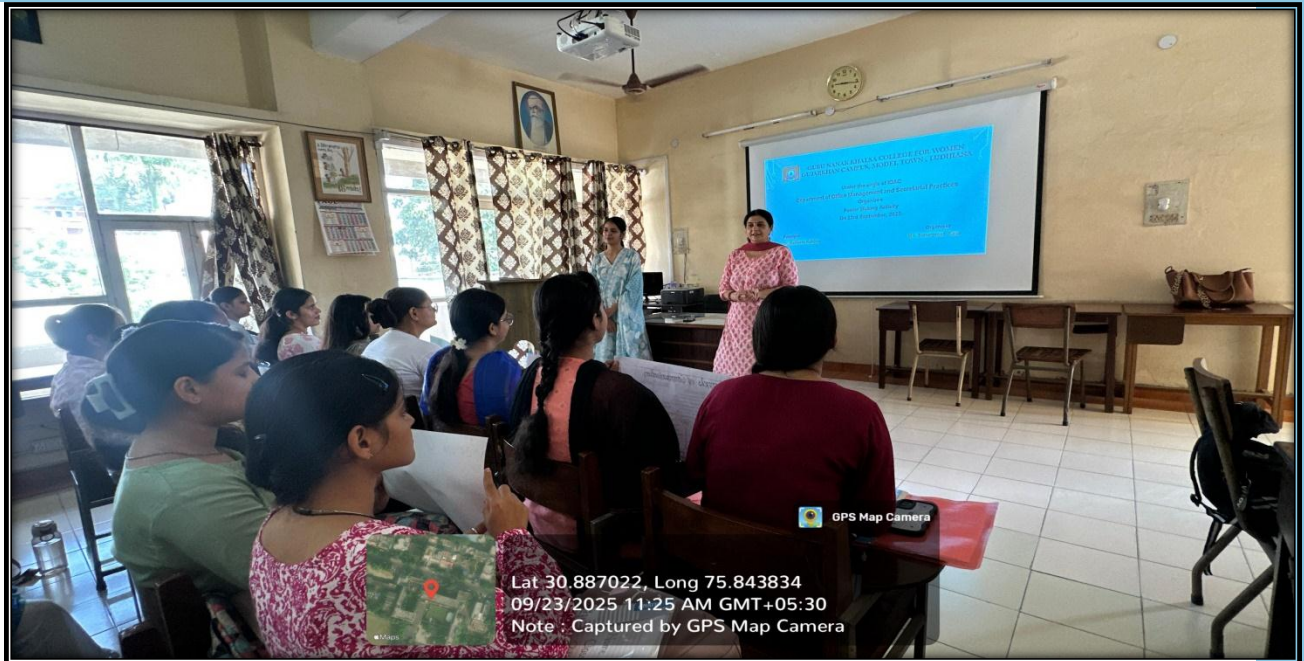
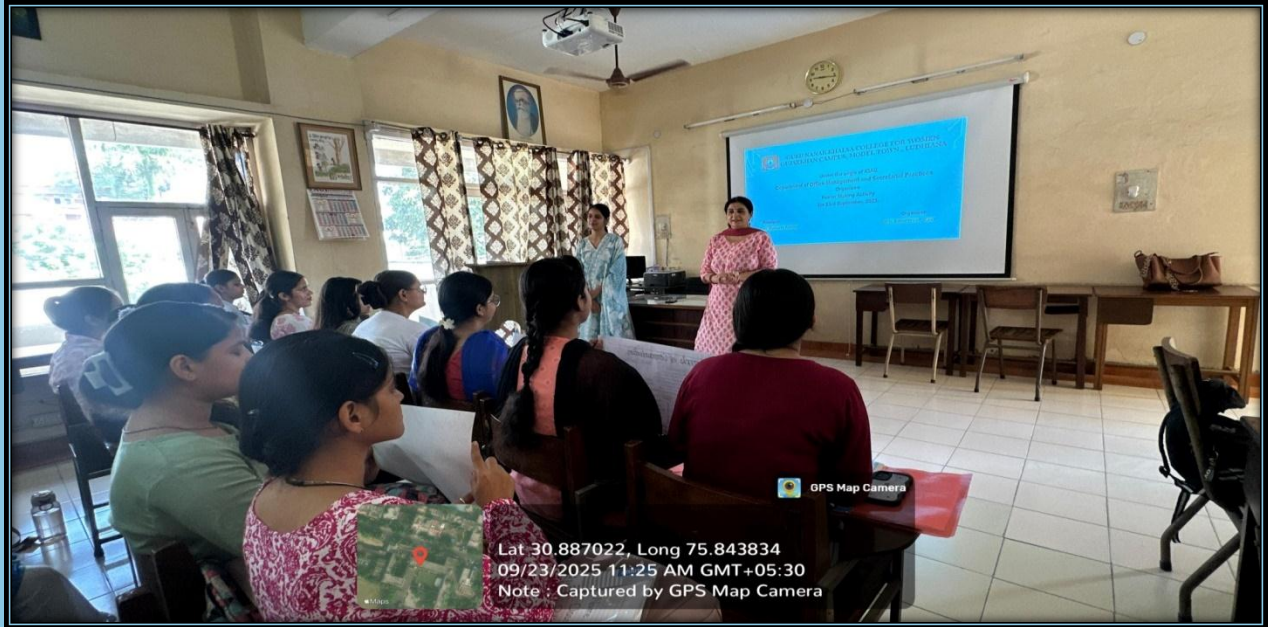
Under the aegis of IQAC, Guru Nanak Khalsa College for Women, the Department of Office Management and Secretarial Practices conducted a vibrant poster-making activity on 23rd September 2025. The event witnessed enthusiastic participation from 25 students across all semesters of the department.

The posters highlighted a wide range of topics such as Office Management, Communication Skills, and Organisational Behaviour, showcasing the core competencies essential for professional success in administrative and corporate environments. The activity not only fostered creativity and teamwork but also enhanced students' understanding of key professional concepts in a fun and engaging manner.

The event was organized by Ms. Simarpreet Kaur, Department of OMSP, under the insightful guidance of Principal Dr. Maneeta Kahlon. Madam Principal's presence and encouragement added immense value to the initiative, as she appreciated the students for their hard work, creativity, and active participation in the activity.

1. <https://www.instagram.com/p/DPA1NKdkWbP/?igsh=aHE5bXVrM2F3aTJs>
2. <https://www.facebook.com/share/p/1Cs8BFW7BS/>







Powerpoint Presentation Activity

Monday, 3rd November, 2025

Under the aegis of IQAC, Guru Nanak Khalsa College for Women, the Department of Office Management and Secretarial Practice (OMSP) conducted a PowerPoint Presentation Activity on 3rd November 2025.

A total of 25 students from the department actively participated in the activity.

The presentations focused on key topics related to Office Management, such as Office Culture, Organisational Behaviour, The Role of Personality at the Workplace, and other allied areas. The event aimed to enhance students' professional competencies, public speaking abilities, and understanding of practical office dynamics.

The event was organised by Ms. Simarpreet Kaur, Department of Office Management and Secretarial Practice, under the insightful guidance of Principal Dr. Maneeta Kahlon, whose gracious presence added charm to the occasion. She appreciated the efforts and hard work of the students and encouraged them to continue participating in such academic and skill-based activities to strengthen their overall development.

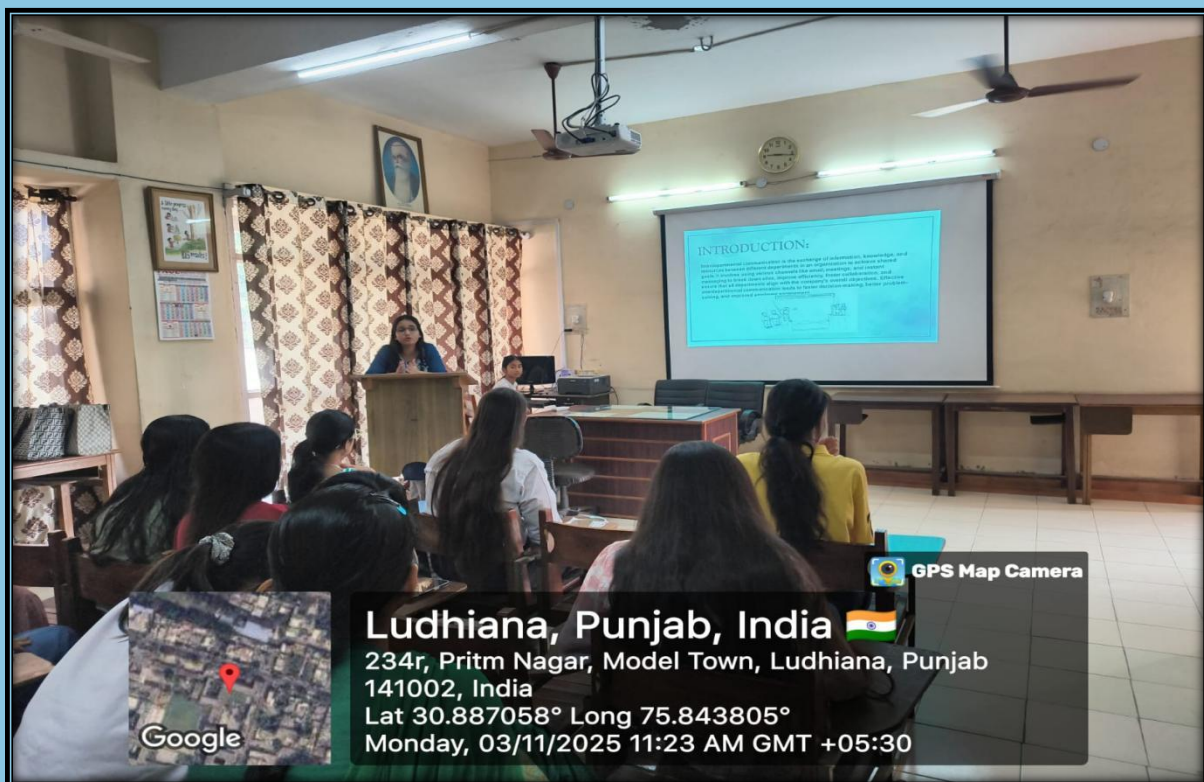
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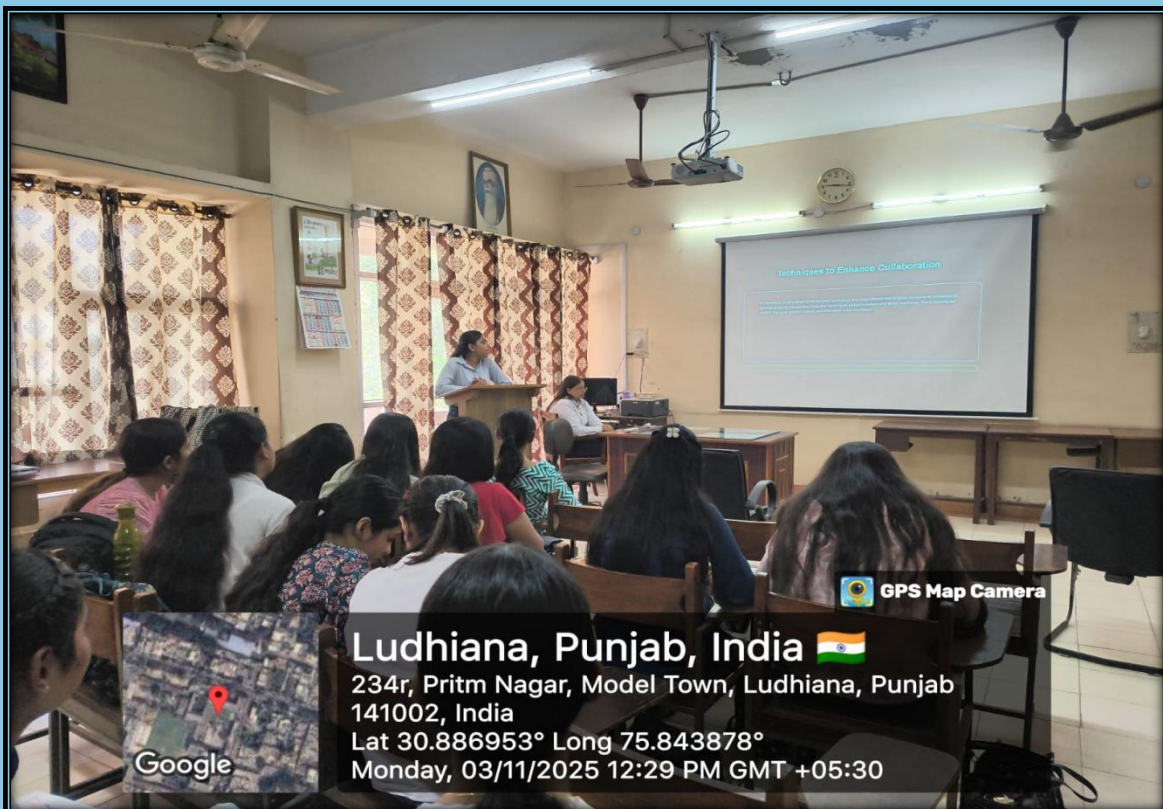
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Parents Teacher Meet October 25, 2025

Under the aegis of Internal Quality Assurance Cell, Parent Teacher Meet was organized at Guru Nanak Khalsa College for Women, Model Town, Ludhiana in the college campus today. The parents were accorded a warm welcome by GNKCW team members. During the meet, an open interaction was held with parents of students from different streams. Various student-oriented activities and extracurricular activities were discussed with parents. Academic performance of the students was shared by subject teachers.

Parents were also informed that ABC portal is essential under New Education Policy. Students were also informed about the upcoming Panjab University examination. 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.facebook.com/share/p/1CrgRzGWum/>

2. <https://www.instagram.com/p/DQOgFHiEWJE/?igsh=YmdjNHVqdW81azJo>





