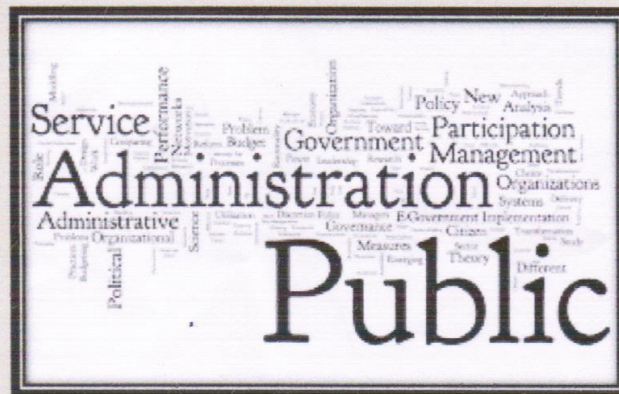


Public Administration

Guru Nanak Khalsa College for Women

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

**DEPARTMENT
OF
PUBLIC ADMINISTRATION**



Dr. Maneeta Kahlon

Principal

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

Dr. Parveen Arora

*Assistant Professor &
Head of Department*

About The Department**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.	Dr. Parveen Arora	Ph.D. (Rural Development), M.Phil. (Local Bodies), M.A (Pol.Sc.), M.A (Pub.Admn.), PGDESD, B.Ed., D.Lib

Student Strength

S.No.	Name of the Course	Student Strength
1.	B.A. First Year (NEP)	32
2.	B.A. Second Year (NEP)	33
3.	B.A. Third Year	33

ABOUT

Public administration traces its roots to the earliest civilizations, but in the modern era it has become a central part of both public and private life. As a distinct social science discipline, it took shape in 1887. Today, public administration plays a vital role in both developed and developing countries, as the modern state's influence extends deeply into society. It forms the backbone of government, drives social change, and implements laws, policies, and national programs—significantly shaping citizens' daily lives. The effectiveness of government largely depends on how well public administration carries out these responsibilities. In many ways, nearly every aspect of human life is touched by public administration. As an academic field, it has grown in popularity, and the Union Public Service Commission has offered it as an optional subject since 1987. It continues to be a favored choice for students preparing for competitive examinations.

PROGRAM OBJECTIVES:

- Develop a thorough understanding of Public Administration theories and concepts from multiple viewpoints.
- Become acquainted with the functioning of Indian Administration at the central, state, and local levels, and evaluate how these systems address public issues.
- Investigate the connection between theoretical frameworks and practical applications in Public Administration.
- Enhance students' conceptual, analytical, and problem-solving abilities.
- Analyze Public Administration from the citizens' perspective and promote deeper inquiry into the discipline.
- Understand the importance and role of Public Services in India.

PROGRAM OUTCOMES:

- Demonstrate a solid understanding of the core mechanisms of Public Administration.
- Show strong proficiency in the fundamental principles of public management.
- Apply decision-making, leadership, and other professional skills effectively.
- Explain how different environmental factors influence public policy and administrative functions.

First year BA I (Sem-1) Administrative Theory (NEP)

Course Objectives:

- This introductory paper is designed to help students grasp the theoretical foundations of Public Administration.
- It familiarizes students with the essential concepts, theories, and principles of public administration.
- It enables students to understand the integrative nature of public administration knowledge from a public perspective.
- It encourages students to appreciate the nature, scope, and evolving paradigms of public administration.

Course Learning Outcomes:

- This introductory course aims to help students comprehend the theoretical foundations of Public Administration.
- It introduces them to key concepts, theories, and principles within the field.
- It supports students in understanding how public administration draws from and integrates various forms of public knowledge.

Indian Administration (Sem-II) Course

Objectives:

- To understand the historical evolution and socio- economic, political and global context of Indian administration.
- To build a better understanding of the role of civil services in Indian administrative system.
- To understand the role of constitutional authorities in Indian administration.

Course Learning Outcomes:

- Through this course students will understand the role of Indian administration as a main instrument of State.
- Students will develop diverse knowledge of the Indian constitution and functioning of government.
- Students will also learn about the problem of corruption and role and significance of Lok Pal, Right to Information Act 2005 and Citizen Charter.

Second Year BA II (Sem-III) Personnel administration

Course Objective:

To understand the concepts, functioning, importance and issues of personnel, administration and study the career system in Civil Services and methods of negotiation.

Course Learning Outcomes:

- Understand the concept, importance and scope of Personnel Administration.
- Understand Classification of Civil Services and appraise importance of All India Services and recruitment process.
- Analyze various aspects of Personnel Administration and examine their techniques.
- Compare various methods to strengthen Employer- Employee relations and evaluate Indian machinery for Negotiation.
- Examine and evaluate various issues in Personnel Administration.

Financial Administration (Sem-IV)

Course Objectives:

- To be able to comprehend the financial Administration.
- To get to know about the budgetary processes in India.
- To acquaint the students with the nature and functioning of political system(s) and the political processes.
- To able to understand the tax administration in India and parliamentary control over finance.

Course Learning Outcomes:

- The students will be able to generate an insight about the financial administration in India.
- They will understand and also differentiate between preparation and execution of budget in India.
- They will acquire an understanding of different types of taxes at center, state, and local level and method of taxation.

THIRD YEAR BA III (Sem-V)

Local Government in India

Course Objectives:

- To understand the concept of democratic Decentralization.
- To trace the evolution of local government in India.
- To comprehend the institutional arrangements and processes of rural and urban governance.

Course Learning Outcomes:

- Learner will be able to critically appreciate the relationship of local governance and development.
- Appreciate the rural and urban institutional arrangements for development.
- Understand the features of 73rd and 74th constitutional amendment Act.

Development Administration (Sem-VI)

Course Objectives:

- To understand the concept of Development and Development Administration.
- Make the learner to understand the Planning machinery in India at central and state level.
- The course also helps to understand the role and participation of various agencies in Development Administration.

Course Learning Outcomes:

- The course aims to understand the differences between Developed and Developing countries.
- They will also be able to define the concept of Sustainable Development.
- The students will be able to understand the role of Local Bodies, Political Parties, NGO's, SHGs and Bureaucracy in development of a country.

**UNDERGRADUATE PROGRAMME UNDER NEP 2020 B.A. PUBLIC ADMINISTRATION
/B.A.PUBLIC ADMINISTRATION (HONOURS)/B.A.PUBLIC ADMINISTRATION (HONOURS WITH
RESEARCH), SEMESTER I & II PANJAB UNIVERSITY, CHANDIGARH**

Semester I			
Course Code	Course	Paper	Credits
PUB-DSC-	Discipline Specific Core (DSC) Subject-1	Fundamentals of Public Administration	04
	Minor Discipline Courses (MDC) Subject-2	To be chosen by the student by making choice of major and minor	04
	Minor Discipline Courses (MDC) Subject-3	To be chosen by the student by making choice of major and minor	04
PUB-MDSC-	Multi-Disciplinary Courses (MDSC)-1	Basics of Public Administration	03
--	Ability Enhancement Compulsory Course (Language) (AEC)-1	English/Modern Indian Language (MIL)	02
--	Skill Enhancement Courses (SEC)-1/Internship/Dissertation	SEC to be selected by the candidate from the basket of Skill Enhancement Courses offered by the Department/College	03
--	Value Added Courses (VAC)-1	To be selected by the candidate from the basket of Value-Added Course offered by the Department/College	02
--	Compulsory Subject Punjabi/HCP	Paper-1	02
	Total		24
Semester II			
	Course	Paper	Credits
PUB-DSC-	Discipline Specific Core (DSC) Subject-1	Indian Administrative System	04
	Minor Discipline Courses (MDC) Subject-2	To be chosen by the student by making choice of major and minor	04
	Minor Discipline Courses (MDC) Subject-3	To be chosen by the student by making choice of major and minor	04
PUB-MDSC	Multi-Disciplinary Courses (MDSC)-2	Basics of Indian Administration	03
--	Ability Enhancement Compulsory Course (Language) (AEC)-2	English/Modern Indian Language (MIL)	02
--	Skill Enhancement Courses (SEC)-2/Internship/Dissertation	SEC to be selected by the candidate from the basket of Skill Enhancement Courses offered by the Department/College	03
--	Value Added Courses (VAC)-2	To be selected by the candidate from the basket of Value-Added Course offered by the Department/College	02

--	Compulsory Subject Punjabi/HCP	Paper-2	02
	Total		24

Semester I**PUB-DSC-****Discipline Specific Core (DSC)****Paper: Fundamentals of Public Administration****Max. Marks: 100****Theory: 80 Marks****Internal Assessment: 20 Marks Time: 03 Hours****Course Objective**

The objective of this paper is to acquaint the student with the basic concepts and principles of public administration. In addition, the paper would trace the evolution of public administration and its relationship with other social sciences.

Course outcomes

1. Awareness about the evolution and growth of the discipline of Public Administration.
2. Learning of basic principles and approaches of Public Administration.
3. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.

Pedagogy of the Course

The students will be assessed on the basis of written examination comprising of 80 marks and continuous internal assessment of 20 marks, based on class test, academic activities, Attendance, Class assignments and classroom participation etc..

INSTRUCTIONS FOR PAPER SETTER AND CANDIDATES:

1. Question 1 shall be compulsory question which containing 12 short answer type questions shall be set from the whole syllabus. The student shall attempt any 10 parts in about 25-30 words each. Each part shall carry 2 marks (Total 10x2= 20 marks).
2. A total of eight long questions will be set out of the whole syllabus at least two from each unit. The candidates will attempt *four* questions selecting one from each unit and each question will carry 15 marks (Total 4x15= 60 marks). These will be in addition to the compulsory question at serial number 1.
3. Internal assessment may include written assignments, snap tests, participation in discussion in the class, term papers, attendance etc.
- 4 For reappear/improvement candidates(s), who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will be increased proportionally to maximum marks of the paper in lieu of internal assessment. The paper setter must put note (4) in the question paper.

Course contents

Unit-I

Meaning, Nature, Scope and Significance of Public Administration; Public and Private Administration; Public Administration as a Science or an Art; Relationship of Public Administration with other Social Sciences; Evolution of Public Administration since 1887.

Unit-II

Organization: Meaning, Types: Formal and Informal Organization

Introduction to the forms and features of organization: Department, Government Company, Public Corporation, Boards and Commissions

Principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility.

Unit-III

Chief Executive- Types, functions and Role

Line, Staff and Auxiliary Agencies

Centralisation and Decentralisation

Decision Making: Meaning, types and process

Unit-IV

Coordination: Concept, Methods and Hindrances

Communication: Concept, Process and Barriers

Supervision: Concept and Methods

Leadership: Concept, Styles, Qualities of a Good Administrator

Discipline Specific Core (DSC)**Subject-1****Paper: Indian Administrative System****Max. Marks: 100****Theory: 80 Marks****Internal Assessment: 20 Marks Time: 03 Hours****Course objective**

The objective of this paper is to give the student an in-depth understanding of various aspects of Indian administration particularly the functioning of executive, legislature and judiciary at the union and state levels. It would also make them aware of the bureaucratic set up at these levels.

Course outcomes

1. To impart knowledge about the features of Indian Administration.
2. To generate familiarity with the functioning of the Union and State Executive along with district administration and Judiciary.
3. To develop understanding about the functioning of Parliament and State Legislatures, Centre-State relations and functioning of various administrative offices.

Pedagogy of the Course

The students will be assessed on the basis of written examination comprising of 80 marks and continuous internal assessment of 20 marks, based on class test, academic activities, Attendance, Class assignments and class room participation.

INSTRUCTIONS FOR PAPER SETTER AND CANDIDATES:

1. Question 1 shall be compulsory question which containing 12 short answer type questions shall be set from the whole syllabus. The student shall attempt any 10 parts in about 25-30 words each. Each part shall carry 2 marks (Total 10x2= 20 marks).
2. A total of eight long questions will be set out of the whole syllabus at least two from each unit. The candidates will attempt four questions selecting one from each unit and each question will carry 15 marks (Total 4x15= 60 marks). These will be in addition to the compulsory question at serial number 1.
3. Internal assessment may include written assignments, snap tests, participation in discussion in the class, term papers, attendance etc.
4. For reappear/improvement candidates(s), who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will be increased proportionally to maximum marks of the paper in lieu of internal assessment. The paper setter must put note (4) in the question paper.

Course contents**Unit-I**

Features of Indian Administration

Union Executive: President; Prime Minister, and Council of Ministers

Union Legislature: Lok Sabha - Composition,

Functions and Role: Rajya Sabha - Composition, Functions and Role

Unit-II

State Executive: Governor, Chief Minister and State Council of Ministers

State-Legislature: Legislative Assembly and Legislative Council - Composition, Functions and Role

Centre-State Relations: Administrative and Legislative

Unit-III

Union and State Judiciary: Supreme Court - Composition, Functions and Role

High Court - Composition, Functions and Role

Control over Administration: Legislative and Judicial

Delegated Legislation: Meaning, Reasons and Safeguards

Unit-IV

Cabinet Secretariat - Composition, Functions and Role State Secretariat- Composition, Functions and Role

District Administration: Structure and Functions

Semester-III
PUB-DSC-3 (MAJ/MIN)-301
Public Personnel Administration (With Special Reference to India)
(Offered as Minor)

Max. Marks: 100
 Theory: 90 Marks
 Internal Assessment: 10 Marks
 Time: 03 Hours

Course Objective

The objective of the paper is to provide students with a deep understanding of Public Personnel Administration, particularly in the Indian context. It covers topics such as bureaucracy, civil service, recruitment, training, ethics, morale, corruption, and administrative tribunals.

Learning outcomes

1. Understand how government employees are hired, trained, and managed, and build critical ability to examine public personnel systems.
2. Learn how civil services and bureaucracy work in India and their role in public administration.
3. Improve decision-making by exploring ethics, employee motivation, and ways to reduce corruption in public services.
4. Know how administrative tribunals function and help resolve problems faced by public employees.

Pedagogy of the Course

The students will be assessed on the basis of written examination comprising of 90 marks and continuous internal assessment of 10 marks, based on class test, academic activities, Attendance, Class assignments and class room participation.

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES:

- For Private/University School of Open Learning (USOL) students, who have not been assessed earlier for the internal assessment, the marks secured by them in the paper will proportionately be increased in lieu of the internal assessment.

The Paper-Setter must put a note in question paper in this regard.

- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The first compulsory question shall comprise of 12 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 9. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

Unit-I

Personnel Administration – Meaning and Significance.
 Bureaucracy: Meaning, Characteristics, Demerits and Remedies.
 Civil Service: Meaning, Features and Role.
 Classification of Civil Services in India

Unit-II

Recruitment: Meaning, Types and Methods
 Recruitment System of Higher Civil Services in India, Shortcomings
 UPSC: Composition, Functions and Role.
 SPSC: Composition, Functions and Role.

Unit-III

Training – Meaning, Types, Methods, Training of Higher Civil Services in India.
 Conduct, Discipline and Ethics in Public Services.
 Promotion: Meaning, Significance and Principles.

Unit-IV

Morale, Causes of Low Morale and Measures for Improvement.
 Corruption in Administration - Causes and Remedies.
 Administrative Tribunals: Meaning, Types, Advantages and Disadvantages.

Semester-IV
PUB-DSC-5 (MAJ/MIN)-401

Public Financial Administration (With Special Reference to India)
(Offered as Minor)

Max. Marks: 100
Theory: 90 Marks
Internal Assessment: 10 Marks
Time: 03 Hours

Course Objective

The objective of the paper is to provide students an understanding of Public Financial Administration, focusing on India. It covers budgeting, financial institutions, auditing, and legislative oversight.

Learning outcomes

1. Understand the importance of financial management in government and develop critical ability to analyze how public money is handled.
2. Learn how budgets are planned and passed, and build decision-making skills by exploring different types of budgets and their principles.
3. Gain knowledge about key financial institutions like the Union Ministry of Finance and CAGI, and think creatively about improving financial accountability in the public sector.
4. Analyze how the Parliament keeps a check on government spending through committees like the Public Accounts Committee and the Estimates Committee, and understand how financial decisions affect the country.

Pedagogy of the Course

The students will be assessed on the basis of written examination comprising of 90 marks and continuous internal assessment of 10 marks, based on class test, academic activities, Attendance, Class assignments and class room participation.

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES:

- For Private/University School of Open Learning (USOL) students, who have not been assessed earlier for the internal assessment, the marks secured by them in the paper will proportionately be increased in lieu of the internal assessment.

The Paper-Setter must put a note in question paper in this regard.

- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The first compulsory question shall comprise of 12 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 9. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

Unit-I

Financial Administration: Meaning and Significance.
Budget: Meaning, Types and Principles.
Budget: Preparation and Enactment.

Unit-II

Union Ministry of Finance: Organisation, Functions and Role.
Fiscal Federalism: Centre-State Financial Relations.
Union Finance Commission: Composition and Functions.

Unit-III

Audit: Concept, Objectives and Types.
Comptroller and Auditor General of India (CAGI): Appointment, Functions and Role.
Concepts: Deficit Financing, Fiscal Deficit, Public Debt and Public Expenditure.

Unit-IV

Legislative Control over Finance.
Public Accounts Committee: Composition, Functions and Role.
Estimates Committee: Composition, Functions and Role.

**PUBLIC ADMINISTRATION
SEMESTER -V**

PAPER: LOCAL GOVERNMENT (WITH SPECIAL REFERENCE TO PUNJAB)

Max. Marks	:	100
Theory	:	90 Marks
Internal assessment:	:	10 Marks
Time	:	3 Hours

Objective of the Paper:

The objective of the paper is to give the student an understanding of the concept, significance and evolution of local government in India. It would also acquaint them with the pattern and working of divisional and district administration. The key areas covered are the types, structure, functions, finances and personnel of rural and urban local governments. It would also include the concept of state control over local bodies, provincialisation and rural-urban relationship with reference to Punjab.

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- For Private/Centre for Distance and Online Education (CDOE) students, who have not been assessed earlier for the internal assessment, the marks secured by them in the paper will proportionately be increased in lieu of the internal assessment.

The Paper-Setter must put a note in question paper in this regard.

- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The first compulsory question shall comprise of 12 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 9. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

Unit-I

Meaning and Significance of Local Government
Evolution of Local Government since 1882
Role of Deputy Commissioner; Divisional Commissioner
Rural and Urban Development: Dimensions and Issues

Unit-II

The 73rd Constitutional Amendment – Provisions and its Impact
Gram Sabha – Composition Functions and Powers
Panchayati Raj Institutions in Punjab – Structure, Functions, Sources of Finances and Personnel

Unit-III

The 74th Constitutional Amendment – Provisions and its Impact
Urban Local Bodies – Structure, Functions and Sources of Finance
Mayor – Position, Functions and Powers
Municipal Commissioner – Position, Functions and Powers

Unit-IV

State Control over Local Bodies
State Finance Commission: Composition, Functions and Role
Provincialisation of Municipal Services
Rural- Urban Relationship – Challenges and Remedies

PUBLIC ADMINISTRATION**SEMESTER - VI****PAPER: DEVELOPMENT ADMINISTRATION (WITH SPECIAL REFERENCE TO PUNJAB)**

Max. Marks	:	100
Theory	:	90 Marks
Internal assessment:	:	10 Marks
Time	:	3 Hours

Objective of the Paper:

The objective of the paper is to give the student an in-depth understanding about the concept & significance of development administration, features of developed & developing countries, planning machinery at Centre & State level and the emergence of India as a welfare state. The paper would also give an understanding about the concept, forms, role and problems of public enterprises as well as the working of select Union Ministries and agencies in Welfare and Development Administration.

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- For Private/Centre for Distance and Online Education (CDOE) students, who have not been assessed earlier for the internal assessment, the marks secured by them in the paper will proportionately be increased in lieu of the internal assessment.

The Paper-Setter must put a note in question paper in this regard.

- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The first compulsory question shall comprise of 12 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 9. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

Unit-I

Development: Meaning, Features and Aspects
 Development Administration: Meaning, Nature, Scope and Significance
 Features of Developed and Developing Countries

Unit-II

India as a Welfare State.
 Planning: Meaning, Objectives and Significance
 Planning Machinery in India at National, State and Local

Unit-III

Public Enterprises: Concept and Forms
 Role of Public Enterprises in Economic Development
 Managerial Problems of Public Enterprises
 Public Enterprise Reforms since 1991; Concept of Privatisation

Unit-IV

Administration of Rural Development at the local level
 Education and Development; Role of State Administration in Primary and Secondary Education
 Health and Development; Role of the Ministry of Health and Family Welfare
 Role of Voluntary Sector in Development

ACTIVITIES

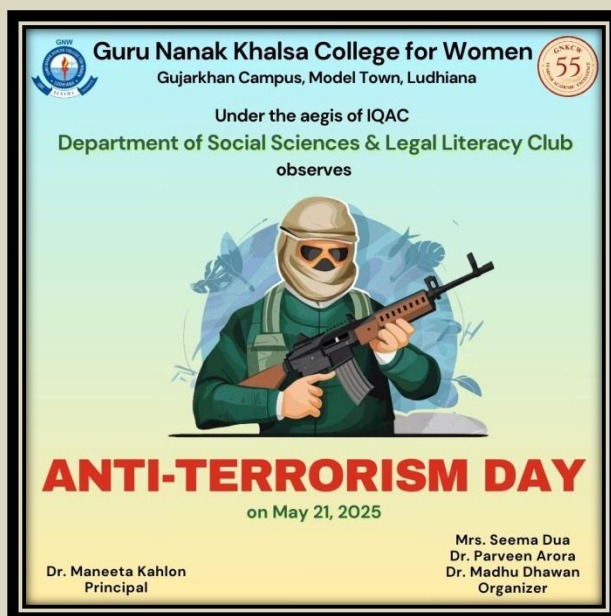
ANTI-TERRORISM DAY

May 21, 2025

Under the aegis of IQAC , Department of Social Sciences, legal literacy club , NSS unit, EBSB observed **Anti Terrorism Day** on 21st May 2025. This day was marked to raise awareness across all the sections of the people about the dangers of the terrorism and violence, and it's detrimental effect on humanity. During the talk show, everybody condemned the Pahalgam terror attack and spoke the risk consequences and panic on the masses .

Principal, Dr. Maneeta Kahlon address the students to reaffirms commitment to peace and harmony across the nation.

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INTERNATIONAL DEMOCRACY DAY

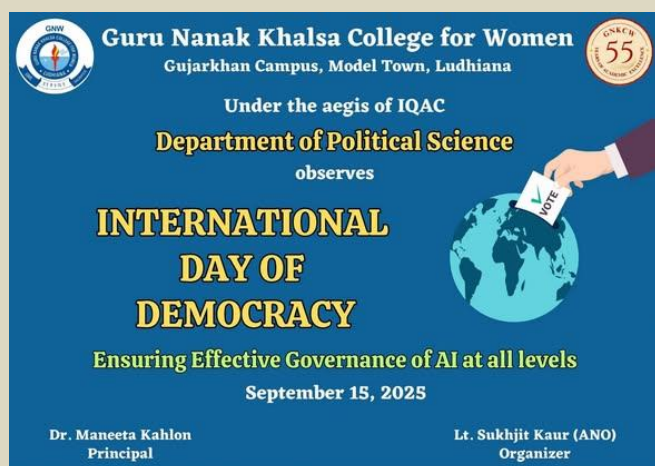
September 16, 2025

Under the aegis of the Internal Quality Assurance Cell (IQAC), the Department of Political Science of Guru Nanak Khalsa College for Women, Gujarkhan Campus, Model Town, Ludhiana, observed **International Democracy Day** on the college campus today.

International Democracy Day, officially recognized by the United Nations since 2007, was celebrated to raise awareness about the importance of democratic values and active citizen participation. Lt. Sukhjot Kaur, Head of the Department of Political Science, enlightened the students about the democratic process and the fundamental principles of democracy, while emphasizing their continued relevance in today's society.

Principal Dr. Maneeta Kahlon highlighted how core democratic ideals such as equality, freedom, and justice are essential for building an inclusive and equitable society. She also shared her insightful views on the functioning of India, the world's largest democracy, and inspired students to uphold these values in their personal and civic lives.

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



BIRTH ANNIVERSARY OF MAHATMA GANDHI*October 01, 2025*

Under the aegis of IQAC, the Department of Political Science, NCC Wing, and NSS Unit of Guru Nanak Khalsa College for Women, Model Town Ludhiana, celebrated the **birth anniversary of Mahatma Gandhi** on *1st October, 2025*.

The event included a cleanliness drive as part of *Swachh Bharat Abhiyan* and *Swachhotsav*, with active student participation in promoting environmental hygiene. Lt. Sukhjot Kaur, Head of the Department, spoke on the relevance of Gandhi's principles in today's world.

Principal Dr. Maneeta Kahlon highlighted Gandhi's legacy of self-reliance and moral integrity and encouraged students to adopt the Kaizen principle of continuous improvement.

Link: <https://www.facebook.com/share/p/16n9SS9PYE/>



POWERPOINT PRESENTATION ACTIVITY

November 3, 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. work of the students and encouraged them to continue participating in such academic and skill-based activities She appreciated the efforts and hard to strengthen their overall development.

Link: <https://www.facebook.com/share/p/1DcWV4EhBi/>



LECTURE ON RESEARCH METHODOLOGY

November 20, 2025

Under the aegis of Internal quality Assurance Cell, Guru Nanak Khalsa College for Women, Ludhiana organized an Extension Lecture on Research Methodology in the college campus today. The resource person for the session was **Dr. Sumedha Gupta**, Head, PG Department of Commerce and Management, MTSM College for Women, Ludhiana.

Dr. Gupta shared valuable insights on the fundamental concepts of research and elaborated on how these concepts are implemented across various academic and professional fields. She highlighted the importance of a systematic approach to research, critical thinking, and analytical skills in ensuring accuracy and relevance in academic work. The session proved highly informative and enriching for the students, helping them understand the practical applications of research methodology.

Principal Dr. Maneeta Kahlon appreciated the efforts of the department and emphasized the significance of research-oriented learning. She stated, “Developing a strong foundation in research not only broadens academic understanding but also prepares students to contribute meaningfully to society.”

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Constitution Day

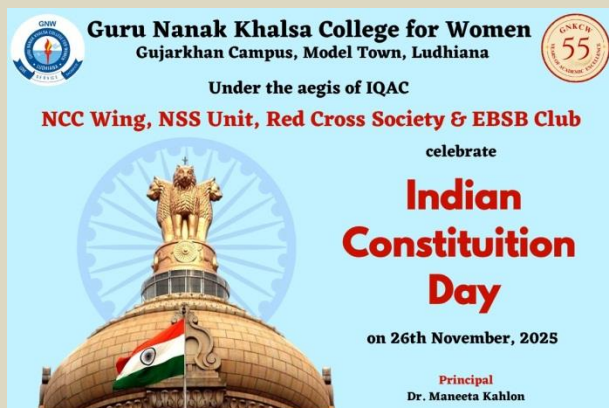
November 27, 2025

Under the aegis of the Internal Quality Assurance Cell , NSS Unit, NCC Wing , Red Cross Society, EBSB Club, the Department of Political Science and Public Administration of Guru Nanak Khalsa College for Women, Model Town, Ludhiana, celebrated **Constitution Day** on **November 27, 2025**.

The event was organized to create awareness among students about the significance of the Indian Constitution, its core values, and its enduring relevance in shaping India's democratic framework. As part of the observance students enthusiastically took part in the online Constitution Day Quiz and Preamble Recitation on the MyGov portal, reaffirming their commitment to civic responsibility and constitutional duties.

Madam **Principal, Dr. Maneeta Kahlon**, addressed the gathering and highlighted the importance of understanding the Constitution as a living document that continues to guide the nation's progress. She encouraged students to uphold constitutional values and contribute meaningfully to society.

Link: <https://www.facebook.com/share/p/1WJ6tj8ouE/>



LECTURE ON INTELLECTUAL PROPERTY RIGHTS

December 2, 2025

Under the aegis of IQAC Department of Social Sciences of Guru Nanak Khalsa College for Women, Gujarkhan campus, Model Town, Ludhiana organises an extension lecture on Intellectual Property Rights on *2nd December, 25*. **Dr. Kirandeep Kaur, Principal, Master Tara Singh Memorial College for Women, Ludhiana** and **Dr. Ajit Kaur, Principal Ramgarhia Girls college, Ludhiana** were the esteemed resource persons of the session.

Dr. Kirandeep delivered an insightful presentation on Intellectual Property Rights (IPR), highlighting their growing significance in the contemporary world. She emphasized that in an era driven by innovation, creativity, and technological advancement, safeguarding intellectual creations has become essential. Dr. Kirandeep explained how IPR not only protects the rights of creators and innovators but also encourages research, fosters economic growth, and promotes fair competition. She further stressed that awareness and understanding of IPR are crucial for students, researchers, and professionals to ensure that their ideas and innovations are legally protected and ethically utilized.

Dr. Ajit delivered an insightful talk on Intellectual Property Rights (IPR), highlighting their significance in today's rapidly evolving knowledge-driven world and their future prospects. She emphasized how IPR serves as a powerful tool for protecting innovative ideas, creative works, and technological advancements. Dr. Ajit also discussed the growing relevance of IPR in fostering research, encouraging entrepreneurship, and promoting fair competition.

It was an interactive session attended by 60 faculty members.

Principal Dr. Maneeta Kahlon expressed her sincere appreciation to the resource persons for their insightful and enriching presentations.

Link: <https://www.facebook.com/share/p/17zVtXj6WB/>



World Soil Day

December 5, 2025

Under the aegis the Internal Quality Assurance Cell, the NSS Unit, EBSB club, Red Cross Society, the Department of Environment Science and **Department of public administration** of Guru Nanak Khalsa College for Women, celebrated **World Soil Day** on *December 5, 2025*. This day is observed globally to highlight the importance of healthy soil for sustainable agriculture, environmental balance, and the overall well-being of life on Earth. 45 participants were present in the event. The programme aimed to raise awareness about soil conservation, the threat of soil degradation, and the need to adopt practices that protect soil health for future generations.

Dr. Maneeta Kahlon, Principal of the College, addressed the gathering and emphasized the importance of preserving soil—the foundation of our food system. She encouraged to take small but meaningful steps such as reducing chemical usage, promoting organic practices, and preventing soil erosion through plantation drives.

Link: <https://www.facebook.com/share/p/17yR5NQzk7/>



Minority Day

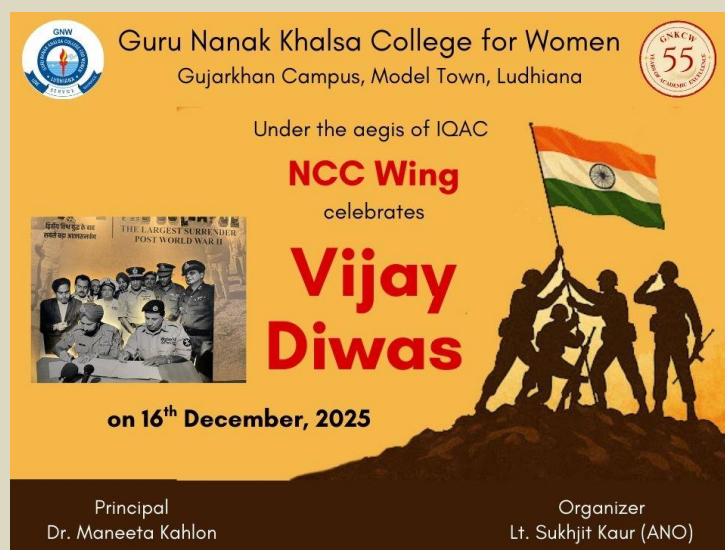
December 18, 2025

Under the aegis of Internal Quality Assurance Cell, Department of Sociology of Guru Nanak Khalsa College for Women, Model Town observed **Minority Day** with the objective of promoting awareness about the rights, dignity, and contributions of minority communities in India. The programme aimed to foster the values of equality, inclusiveness, and mutual respect among students.

Dr. Madhu Dhawan, Head, Department of Sociology shared her views on constitutional safeguards, cultural harmony, and the role of youth in building an inclusive society.

Principal Dr. Maneeta Kahlon concluded with a message encouraging students to uphold the values of brotherhood and equality in their academic and social life.

Link: <https://www.facebook.com/share/p/1Bx1pAPdFt/>



International Migration Day

December 19, 2025

Under the aegis of the Internal Quality Assurance Cell, the Social Sciences Department of Guru Nanak Khalsa College for Women, Model Town, Ludhiana, observed **International Migration Day** in the college campus today, on the theme “*My Great Story: Cultures and Development.*” This day serves as a global platform to recognize the vital role of migrants in the development of societies and to raise awareness about the challenges they face, including discrimination, exploitation, and lack of access to essential services.

Principal Dr. Maneeta Kahlon in her address emphasized the pivotal role of migration in global development. She underlined the need to acknowledge the valuable contributions of migrants and to address the challenges they encounter, such as discrimination and limited access to essential services.

Link: <https://www.facebook.com/share/p/17ey6XkQZB/>

