

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

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



*Maneeta*

**Dr. Maneeta Kahlon**

Principal

**Dr. MANEETA KAHLON**

Principal

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

*Simarpreet*

**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**

<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.	Ms. Simarpreet Kaur	M.Com , B,Com( Hons.)

### **Student Strength**

<b>S. No.</b>	<b>Name of the Course</b>	<b>Student Strength</b>
1.	B.A. First Year	09
2.	B.A. Second Year	16
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 THE DEPARTMENT**

### **Team Building Activity 26th February, 2026**

Under the aegis of the IQAC, Guru Nanak Khalsa College for Women, the Department of Office Management and Secretarial Practices organized a Team Building Activity on 26th February, 2026 within the college campus.

The activity was organized by Ms. Rachna Kanojia and Ms. Simarpreet Kaur, who planned and conducted the event successfully with great enthusiasm and coordination.

A total of 7 teams comprising 14 students participated in the activity. The event aimed at enhancing teamwork, concentration, coordination skills, communication abilities, and mutual understanding among students.

After careful evaluation, three teams were declared winners:

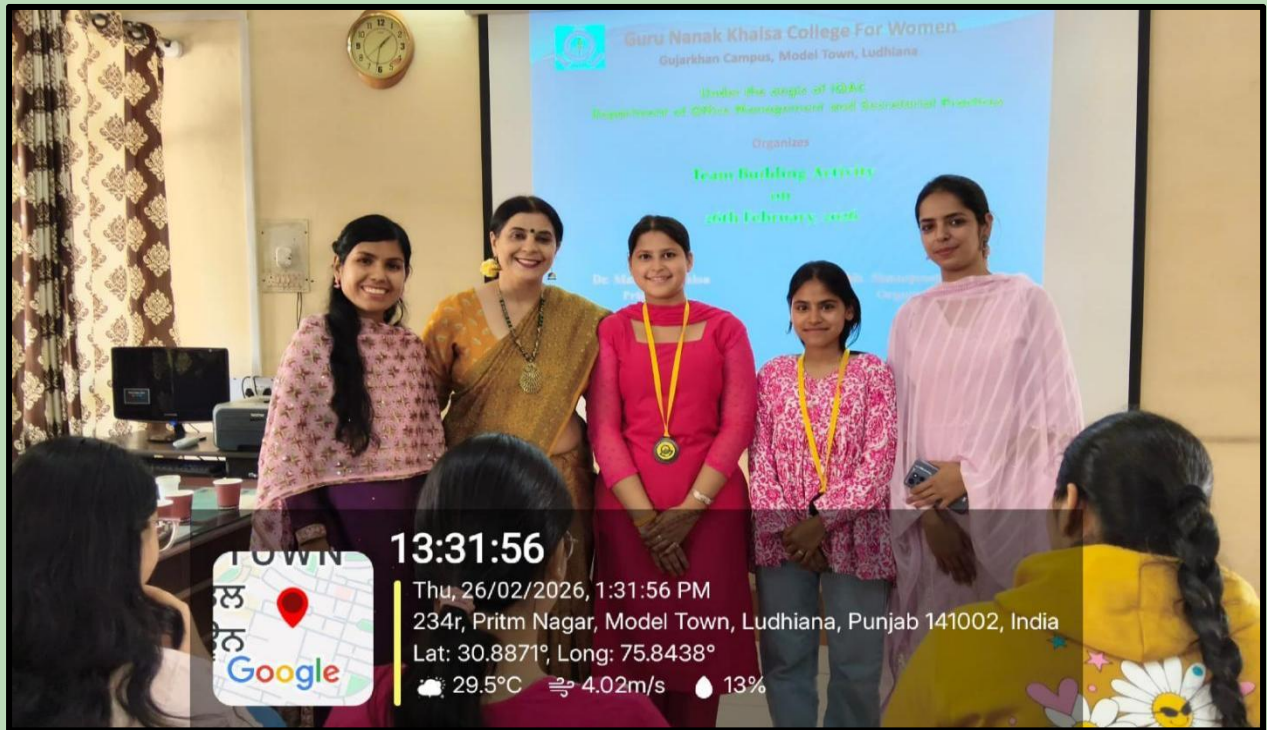
1st Prize – Team D: Gurleen Kaur and Beant Kaur (B.A. III)

2nd Prize – Team E: Rimjhim and Simran (B.A. II)

3rd Prize – Team C: Richa and Tanisha (B.A. III)

The prizes were distributed by the Principal, Dr. Maneeta Kahlon, who congratulated the winners and appreciated the efforts of all participants.

1. <https://www.facebook.com/share/r/1Gzevc6mHy/>
2. [https://www.instagram.com/p/DVQOw5IkZMU/?utm\\_source=ig\\_web\\_button\\_share\\_sheet](https://www.instagram.com/p/DVQOw5IkZMU/?utm_source=ig_web_button_share_sheet)







## **Motivational Slogan Writing Activity**

### **15th April, 2026**

Under the aegis of IQAC, the Department of Office Management and Secretarial Practices , Guru Nanak Khalsa College for Women, Gujarkhan Campus organized a Motivational Slogan Writing Activity on 15th April, 2026 .

The primary objective of the activity was to inspire students to think positively, express their creativity, and develop a success-oriented mindset through impactful slogan writing.

A total of 25 students enthusiastically participated and showcased their talent by composing meaningful and thought-provoking slogans focused on motivation, determination, and personal growth.

The event was graced by the esteemed Principal, Dr. Maneeta Kahlon, who encouraged the students with her inspiring words. She emphasized the importance of implementing motivational thoughts in daily life and advised students to transform their ideas into actions for achieving success.

The activity was successfully organized by Ms. Simarpreet Kaur, who ensured smooth coordination and active participation from students.

1. [https://www.facebook.com/story.php?story\\_fbid=1407568967840304&id=100057616412011&rdid=MXwTG3XAvv6YXi1R#](https://www.facebook.com/story.php?story_fbid=1407568967840304&id=100057616412011&rdid=MXwTG3XAvv6YXi1R#)
2. <https://www.instagram.com/p/DXOQgxyEUeU/?igsh=MW12OGJxaGI0cWd0aA==>





## **Parents Teacher Meet**

### **11<sup>th</sup> April, 2026**

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/story.php?story\\_fbid=1403016478295553&id=100057616412011&rdid=ZForM4UvYYGFTF0Z#](https://www.facebook.com/story.php?story_fbid=1403016478295553&id=100057616412011&rdid=ZForM4UvYYGFTF0Z#)
2. [https://www.instagram.com/p/DW\\_EgkTkQgM/?igsh=MXFtaHRrOTY1Z201Zw==](https://www.instagram.com/p/DW_EgkTkQgM/?igsh=MXFtaHRrOTY1Z201Zw==)





### **Faculty Achievements during 2025-26 ( Even Semester )**

**Ms. Simarpreet Kaur**

- Attended one day Faculty Development Programme on "Next-Gen Teaching with AI Assistants" organised by Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya (SCSVMV), Tamil Nadu on January 16, 2026
- Presented a paper titled "Social Media: Boon or Bane for Society and Youth" in the One Day International Multi-Disciplinary Conference organised by Guru Nanak Khalsa College for Women, Ludhiana on March 14, 2026

