

Annual Duties

KHALSA COLLEGE FOR WOMEN SIDHWAN KHURD (LUDHIANA)
COLLEGE ADMINISTRATION 2023-24
Duties of Staff

1. Advisory Committee
 - Dr. Navdip Kaur (Convener)
 - Dr. Gagandeep Dharni
 - Ms. Roopa Kaur Rai
 - Ms. Inderjit Kaur
 - S. Gagandeep Aulakh
 - Mr. Puneet Wadhwa
 - Mrs. Baldev Kaur Mann (Off. Supdt.)
2. Advertisement Cell
 - Dr. Jasdeep Kaur
 - Mrs. Karamdeep Kaur
 - Dr. Mahipal Dutt
 - Mr. Ashish Kumar
3. Academic Audit Committee
 - Dr. Navdip Kaur
 - Mr. Ashwani Jain
4. Administrative Audit Committee
 - Dr. Gagandeep Dharni
 - Dr. Parmjit Kaur
 - Mrs. Baldev Kaur Mann
5. Alumni Association
 - Ms. Roopa Kaur Rai
 - Dr. Balwinder Kaur
6. Add-On-Courses (Co-ordinators)
 - Mrs. Ramanpreet Kaur (Web Designing & Multimedia)
 - Dr. Gagandeep Dharni (Communicative English)
 - Mrs. Harwinder Kaur (Computer Based Accounting)
7. AISHE Committee
 - Mr. Puneet Wadhwa
 - Mr. Sanjay Kumar (Clerk)
8. Annual Stock Checking Committee
 - Dr. Mahipal Dutt
 - Mrs. Baldev Kaur Mann (Off. Supdt.)
 - Ms. Rajni (Clerk)
 - Mrs. Amandeep Kaur (Lib. Res.)
9. Academic Council
 - Dr. Navdip Kaur -Coordinator
 - Mrs. Karamdeep Kaur
 - Mr. Ashwani Jain
 - Dr. Paramjit Kaur
10. Administrative Block Maintenance
 - Mrs. Baldev Kaur Mann (Off. Supdt.)
 - Miss Rajni
11. Anti Ragging Squad
 - Mrs. Ramanpreet Kaur
 - Dr. Paramjit Kaur
12. Anti Drug Cell
 - Dr. Amandeep Kaur
 - Ms. Rajvir Kaur
13. Annual Prize Distribution
 - Dr. Navdip Kaur - Coordinator
 - Ms. Inderjit Kaur
 - Dr. Mahipal Dutt
 - Ms. Bhagwant Kaur
14. AOAR/NAAC Committee

Ms. Roopa Kaur Rai - Coordinator

Criteria 1

 - Ms. Roopa Kaur Rai
 - Mrs. Hardeep Kaur
 - Dr. Geetanjali Arora

Criteria 2

 - Dr. Navdip Kaur
 - Ms. Rajni
 - Dr. Jasdeep Kaur
 - Dr. Paramjit Kaur
 - Ms. Harjot Kaur

Principal,
 Khalsa College for Women,
 Sidhwan Khurd (Ludhiana)

Criteria 3

- Dr. Gagandeep Dharni
- Dr. Balwinder Kaur
- Prof. Ashwani Jain

Criteria 4

- Mr. Puneet Wadhwa
- S. Gagandeep Aulakh
- Dr Mahipal Dutt
- Mrs Karamdeep Kaur

Criteria 5

- Ms Inderjit Kaur
- Mrs Harwinder Kaur
- Dr Paramdeep Singh

Criteria 6

- Mrs Harpreet Kaur
- Mrs Ramanpreet Kaur
- Ms Bhagwanti Kaur
- Ms Armeet Kaur

Criteria 7

- Dr Amandeep Kaur
- Mrs Jaspreet Kaur
- Mr Ashish Kumar
- Mrs. Bhagwan K. Bhan
- Ms. Gurjeet S.

15. Bursar

- Dr. Jasdeep Kaur (Dept of Economics)

16. Building Committee

- S. Gagandeep Aulakh (Convener)
- Dr Paramdeep Singh
- Mr. Sanjay Kumar, Clerk
- Mr. Jagraj Singh (LA)

17. Buddy Group Incharges

- Mr. Ashwani Jain (Nodal Officer)
- Mrs Hardeep Kaur

18. College Calendar

- Dr Navdip Kaur
- Dr Gagandeep Dharni
- Ms Inderjit Kaur

19. College Canteen Committee

- Dr Gagandeep Dharni
- Dr Amandeep Kaur
- Dr Paramdeep Singh

20. Capacity Enhancement/Value added courses for Students

- Dr Jasdeep Kaur
- Mr Ashwani Jain

21. Clubs

Science & Eco Club

- S. Gagandeep Aulakh
- Dr. Amandeep Kaur

IT Club

- Mrs Jaspreet Kaur
- Mrs. Ramanpreet Kaur

IPR Cell

- Dr Gagandeep Dharni
- Mrs Hardeep Kaur

Human Rights Club

- Dr. Jasdeep Kaur
- Dr. Mahipal Dutt

Legal Literacy Club

- Mr Ashish Kumar
- Ms Harpreet Kaur (Computer)

Social Science Club/Forum

- Mrs Hardeep Singh Kaur
- Mrs Karamdeep Kaur

Red Ribbon Club

- Mrs Hardeep Kaur
- S. Gurjeet Singh

Commerce Club

- Mrs Harwinder Kaur
- Mrs Harjeet Kaur

22. College Magazine Editorial Board

- Dr. Gagandeep Dharni (Chief Editor)
- Mrs Ramanpreet Kaur (Pictorial Editor)

23. Community Outreach Activities

- Dr. Balwinder Kaur
- Dr Paramdeep Singh
- Ms Ramandeep Kaur Sivia

24. Committee for Prevention of Sexual Harassment of Women at work place

- Ms Rajni
- Dr Geetanjali Arora

25. Counselling Cell

- Mr Ashish Kumar
- Mrs Harwinder Kaur - Guidance & Preparation for CA
- Dr Paramjit Kaur - CTET, PTET
- Mr Ashwani Jain - Various competitive exams of departments like Police, Banks and other officers.

Principal,
Khalsa College for Women,
Sidhwan Khurd (Ludhiana)

Cleanliners supervision and material incharge

- Mr. Ashish Kumar (Convener) *Zha*
- Dr. Paramdeep Singh *Duan*
- Mrs. Baldev Kaur Mann (Off. Supdt. *Baldev Mann*)
- Mrs. Amandeep Kaur (Lib. Restorer) *Aman*
- S. Jagraj Singh (LA) *Sud*
- All Peons, Mali & Sweepers
- Students-5
- Ms Harjeet Kaur *Harjeet*
- Ms Harmanpreet Kaur *Harmanpreet*
- Ms Nishu *Nishu*
- Ms Rajvika *Rajvika*

27. Cultural/Youth Festival Committee

- Dr Gagandeep Dharni- (Convener) *Gh*
- Ms Inderjit Kaur-(Co-Convener) *Inderjit*

Dramatics Society

- Dr Gagandeep Dharni *Gh*
- Ms Inderjit Kaur *Inderjit*
- Dr Geetanjali Arora *Geeta*
- Mrs Karamdeep Kaur *Karam*

Literary Society

- Ms Roopa Kaur Rai *Roopa*
- Dr Balwinder Kaur *Balwinder*
- DR Mahipal Dutt *Mahipal*
- Dr Paramjit Kaur *Paramjit*

Fine Arts Society

- Mrs Harwinder Kaur *Harwinder*
- Mr Ashish Kumar *Ashish*
- Mrs Bhagwant Kaur *Bhagwant*

28. Daily Activities Record

- Dr. Mahipal Dutt *Mahipal*
- S. Gurjeet Singh *Gurjeet*

29. Decoration & Seating Arrangement Committee

- Dr. Balwinder Kaur *Balwinder*
- Dr. Paramdeep Singh *Paramdeep*
- Ms. Bhagwant Kaur *Bhagwant*

30. Equal Opportunity/Internal Committee for Disabled/Differently abled students

- Ms Roopa Kaur Rai *Roopa*
- Dr. Amandeep Kaur *Amandeep*

31. Energy Audit

- S. Gagandeep Aulakh *Gagandeep*
- S. Gurjeet Singh *Gurjeet*

32. E-lessons preparation

- Mrs Ramanpreet Kaur (Coordinator) *Ramanpreet*
- Mrs Harpreet Kaur (Comp) *Harpreet*

33. Feedback Cell

- Ms Roopa Kaur Rai *Roopa*
- Mrs Harwinder Kaur *Harwinder*
- Dr Geetanjali Arora *Geeta*
- Ms Rajni *Rajni*

34. Faculty Development Prog. And Faculty Exchange Prog.

- Dr Navdip Kaur *Navdip*
- Ms Roopa Kaur Rai *Roopa*
- Ms Rajvir Kaur *Rajvir*

35. First Aid & Red Cross Committee

- Mrs Karamdeep Kaur *Karam*
- Dr Paramdeep Singh *Paramdeep*

36. Guidance and Counseling Cell

- Ms Inderjit Kaur *Inderjit*
- Dr Paramjit Kaur *Paramjit*

37. Green Audit

- Dr Amandeep Kaur *Amandeep*
- S. Gurjeet Singh *Gurjeet*

38. Grievance Redressal cell

- S. Gagandeep Aulakh *Gagandeep*
- Ms Bhagwant Kaur *Bhagwant*

39. Gurudwara Committee

- Mrs Karamdeep Kaur (Convener) *Karam*
- Dr. Geetanjali Arora *Geeta*
- Mrs Hardeep Kaur *Hardeep*
- Mrs. Amandeep Kaur (Lib. Res.) *Amandeep*

40. Hospitality Committee

- Dr. Gagandeep Dharni (Co-Convener) *Gh*
- Dr. Parmjit Kaur *Parmjit*
- Mrs Hardeep Kaur *Hardeep*
- Dr. Jasdeep Kaur *Jasdeep*
- Mrs. Amandeep Kaur (Lib Res) *Amandeep*

41. Hostel Committee

- Mrs Hardeep Kaur (Convener) *Hardeep*
- Dr. Parmjit Kaur *Parmjit*
- Ms. Rama Makkar (LA) *Rama Makkar*

[Signature]
Principal,
Khalsa College for Women,
Sidhwan Khurd (Ludhiana).

Invitation Committee

- Teacher In-Charge of concerned Function
- Mrs. Baldev Kaur Mann (Off. Supdt.)

43. Instagram and Tweeter Account

- Ms Avneet Kaur
- Ms Harpreet Kaur (Comp)

44. Incharge College Equipments

- Mrs. Baldev Kaur Mann- Administration Office
- Mr Puneet Wadhwa- Library Equipments & Laptops, Principal Office, LCD, TV Sets, Computer Labs Equipments (4-6)
- Mrs Ramanpreet Kaur- Smart Boards
- Mrs Jaspreet Kaur- Handy Camera, CCTV Cameras, Lab Equipments (1-3)
- S. Gagandeep Aulakh & S. Jagraj Singh- (Air Conditioners, Water Purifiers, Generator, All Electrical & Water Equipments, Water Dispensers, Water Coolers, Tube Lights, Bulbs, Sound System, Submersible Motor and Water Taps)
- S. Jagraj Singh- To help the above Incharges.

45. Landscaping & Maintenance of College Campus

- Prof. Ashish Kumar
- Dr Paramdeep Singh
- Sh. Salig Ram
- Sh. Rajnish Kumar

46. LMS

- Mr Puneet Wadhwa
- Ms Harpreet Kaur (Comp)

47. Leave to Students Committee

- All Mentors
- Mrs Baldev Kaur Mann
- S. Jagraj Singh - Record keeping of leaves of students

48. Library/Book Bank Committee

- Dr. Mahipal Dutt (Convener)
- Mrs Harwinder Kaur
- Dr. Amandeep Kaur

49. Maintenance of Notice Boards/ Name Plates/ Other boards etc.

- Mrs Karamdeep Kaur
- Prof. Ashish Kumar
- Dr. Mahipal Dutt

50. NCC

- Dr Balwinder Kaur (Incharge)
- Mrs. Baldev Kaur Mann, Off. Supdt.
- S. Jagraj Singh

51. New Courses Committee (UGC & PU Chd)

- Mr Puneet Wadhwa, Convener
- Mrs Jaspreet Kaur
- Mrs Ramanpreet Kaur
- Dr. Parmjit Kaur
- Mrs. Baldev Kaur Mann

52. NSS

- Ms Inderjit Kaur- 1st Unit
- Mr Ashish Kumar- 2nd Unit

53. Parent Teacher Association

- Dr. Gagandeep Dharni
- Dr. Balwinder Kaur
- Ms Nidhi

54. Placement cell

- Mr. Puneet Wadhwa
- Dr Jasdeep Kaur
- Mr Ashwani Jain

55. PAR Committee

- Mr Puneet Wadhwa
- Dr. Parmjit Kaur
- Ms. Bhagwant Kaur
- Mr. Sanjay Kumar (Clerk)

56. Photography and Videography Committee

- Mrs Ramanpreet Kaur (Computer)
- Mrs Harwinder Kaur (Commerce)
- Dr. Amandeep Kaur (Science)
- Mr Ashish Kumar
- Dr. Mahipal Dutt for Photographs record in Library.

57. Picnic and Tours Committee

- Prof. Inderjit Kaur (Convener)
- Dr. Mahipal Dutt
- Dr Paramdeep Singh
- Ms Bhagwant Kaur

58. Press, Annual Report & News Letter Committee

- Ms Roopa Kaur Rai (English) Incharge
- Dr. Balwinder Kaur (Punjabi)
- Dr Mahipal Dutt (Hindi)
- Mrs Ramanpreet Kaur
- Mrs. Baldev Kaur Mann (To Send all the news)
- S. Jagraj Singh (Typing)
- Ms. Rama (Eng. & Pbi. Typing)

59. Proctorial Committee/Discipline

- Mrs Hardeep Kaur
- S. Gagandeep Aulakh
- Dr Paramdeep Singh

60. Prospectus Committee

- Dr. Navdip Kaur (Convener)
- Dr. Balwinder Kaur
- Dr Amandeep Kaur
- Ms Rajni (Mathematics)
- Mrs. Baldev Kaur Mann

61. Purchasing Committee

- Dr. Navdip Kaur (Convener)
- Mr Puneet Wadhwa
- S. Gagandeep Aulakh
- Dr Jasdeep Kaur
- Dr Paramjit Kaur

62. Reception Committee

- Dr. Navdip Kaur
- Dr. Gagandeep Dharni
- Ms Inderjit Kaur

63. Research & Development Cell

- Dr. Navdip Kaur (Convener)
- Dr. Gagandeep Dharni
- Dr. Balwinder Kaur
- Dr. Jasdeep Kaur
- Dr. Amandeep Kaur
- Dr. Geetanjali Arora
- Dr. Parmjit Kaur
- Dr. Mahipal Dutt

64. Student Council (CSA)

- Dr Gagandeep Dharni (Dean)
- Ms Inderjit Kaur
- Mrs Harwinder Kaur
- Mrs Hardeep Kaur

65. Scholarships Committee

- Mrs Hardip Kaur (Overall Incharge of all Scholarships & Nojial Officer SC/OBC)
- Mr Ashish Kumar (Minorities, University & UGC)
- Mrs Ramanpreet Kaur (SHDF Scholarship)
- Dr Paramdeep Singh (Sports)
- Ms. Jagraj Singh
- Ms. Rajni

66. Seminar/Extension Lect Committee

- Dr Geetanjali Arora
- Ms Inderjit Kaur
- Mr Puneet Wadhwa
- Mrs Harwinder Kaur
- Dr Jasdeep Kaur
- Mr Ashwani Jain

67. Student Induction committee

- Dr Jasdeep Kaur
- Dr Mahipal Dutt

68. Self Study Courses

- Mrs Jaspreet Kaur- Coordinator
- Ms Avneet Kaur

69. Staff Meeting Record

- Dr Geetanjali Arora
- Ms Jyoti

70. Student Satisfaction survey

- Ms Rajni
- Mrs Karamdeep Kaur

71. Start up cell

- Ms Roopa Kaur Rai
- Mr Puneet wadhwa- Web Designing
- Ms Inderjit Kaur-Makeover
- Mrs Harwinder Kaur-Tally
- Dr. Paramjit Kaur- Fashion Designing
- Ms Nidhi Chopra- Baking

72. Suggestion Box

- Mrs Baldev Kaur Mann- Co-ordinator

Principal,
Khalsa College for Women,
Sidhwan Khurd (Ludhiana).

ports Committee

- Dr Paramdeep Singh
- Dr. Jasdeep Kaur
- Mr Ashwani Jain
- Ms Bhagwant Kaur

14. Student Aid Fund/Scholarship/
Fee Concession Committee

- Dr. Navdip Kaur (Convener)
- Dr. Gagandeep Dharni
- Prof. Inderjit Kaur
- Prof. Harwinder Kaur
- Mrs. Baldev Kaur Mann

75. Switching off Fans, Bulbs & Complete
Locking

- Mrs. Amandeep Kaur- Main & PG Library
- Mr. Katar Singh- First Floor All Over
- Smt. Kuldeep Kaur- Ground Floor All Over
- Mrs Ramma Makkar – over all checking

76. Transport Committee

- S. Gurbakhshish Singh, Bus Supervisor
- S. Gagandeep Aulakh (Co-Convener)
- Mr Ashwani Jain- All bills related to Transport
- Mrs Harwinder Kaur

77. Teacher Induction Programme

- Dr. Navdip Kaur
- Dr Gagandeep Dharni

78. Time Table Committee

- Dr. Jasdeep Kaur
- Ms Rajni
- Mrs Ramanpreet Kaur

79. UGC and National Council for Teacher
Education (NCTE) Committee

- Mr Puneet Wadhwa
- Dr. Parmjit Kaur
- Mrs. Baldev Kaur Mann (Off. Supdt.)
- Mr. Sanjay Kumar (Clerk)

80. Weekly Assembly/ Staff/ Students

Attendance and Address by Teachers

- Dr Gagandeep Dharni (Convener)
- Mrs Karamdeep Kaur (Co-Convener)
- All announcements schedule of present
- Mrs Bhagwant Kaur
- Dr. Geetanjali Arora (Prayer, Harmonium)
- Mrs Jaspreet Kaur- Projector Setting
- Mrs Harmanpreet Kaur
- Mrs. Rama Makkar - Staff Attendance
- S. Jagraj Singh - Mike Setting

81. Website Updation

- Mr Puneet Wadhwa
- Mrs Ramanpreet Kaur

82. Youtube Channel & Facebook page of
college-coordinator

- Mrs Jaspreet Kaur


Note: All the Staff Members are required to note all the duties and put signatures in front of his/her name. It is also informed you that all the staff members will perform his/her duty with full responsibility and in time. Undersigned will not remind any duty to anyone.

Khalsa College for Women,
Sidhwan Khurd (Ludhiana)

Admission Duties

Reception Duties for Admission

Date	Teacher's Name
18.05.2023	Dr. Gagandeep Dharni, Prof. Ashish Kumar, Prof. Jaspreet Kaur
19.05.2023	Prof. Ashwani Jain, Prof. Hardeep Kaur, Prof. Harwinder Kaur
20.05.2023	Prof. Puneet Wadhwa, Prof. Bhagwant Kaur, Dr. Paramdeep Singh
22.05.2023	Dr. Amandeep Kaur, Dr. Jasdeep Kaur, Prof. Harwinder Kaur
24.05.2023	Prof. Gagandeep Aulakh, Dr. Geetanjali Arora, Prof. Karamdeep Kaur
25.05.2023	Dr. Gagandeep Dharni, Prof. Ashish Kumar, Prof. Jaspreet Kaur
26.05.2023	Prof. Ashwani Jain, Prof. Hardeep Kaur, Prof. Harwinder Kaur
27.05.2023	Prof. Puneet Wadhwa, Prof. Bhagwant Kaur, Dr. Paramdeep Singh
29.05.2023	Dr. Amandeep Kaur, Dr. Jasdeep Kaur, Prof. Gagandeep Aulakh
30.05.2023	Prof. Gagandeep Aulakh, Dr. Geetanjali Arora, Prof. Karamdeep Kaur
31.05.2023	Dr. Gagandeep Dharni, Prof. Ashish Kumar, Prof. Jaspreet Kaur
01.06.2023	Prof. Ashwani Jain, Prof. Hardeep Kaur, Prof. Harwinder Kaur
02.06.2023	Prof. Puneet Wadhwa, Prof. Bhagwant Kaur, Dr. Paramdeep Singh
03.06.2023	Dr. Amandeep Kaur, Dr. Jasdeep Kaur, Dr. Geetanjali Arora


Principal,
Khalsa College for Women,
Sidhwan Khuri (Ludhiana)

KHALSA COLLEGE FOR WOMEN SIDHWAN KHURD (LUDH)

**Duties for Student Registration on Online Admission Portal
for Open Counselling (For First Year)**

Teacher In charge	Class	No. of Forms
1. Prof. InderjitKaur	BA-1	15
2. Prof. Ashwani Jain	BA-1	15
3. Dr.MahipalDutt	BA-1	15
4. Dr.GeetanjaliArora	BA-1	15
5. Prof. HarwinderKaur	BCOM-1	30
6. Prof. Rajni		
7. Dr.AmandeepKaur	BSc-1(M,NM)	15
8. Prof. GagandeepAulakh	BA-BEd/BSc-	28
9. Prof. BhagwantKaur	BEd-1	
10.Prof. RamanpreetKaur	BCA-1	9

Note:Above mentioned teachers will be present at reception area for First Year Admissions of UG/PG classes.

- Teachers will also check the forms of assigned students for availability of documents for Online Admission Portal and call the respective students for pending documents.
- Prof. JaspreetKaur and Prof. RamanpreetKaur will upload the data on Admission Portal.
- Teacher in charges will provide the scanned copies (PDF) of individual documents and verify the uploaded data. 14/7/23
- **Uploading process will take place from 18:07.2023 to**

17/7/23 ~~24:07.2023.~~ Teachers will sit alongwith above mentioned teachers to upload the data.

Dated : 12.07.2023

[Signature]
Principal
Khalsa College for Women,
Sidhwan Khurd (Ludhiana)

Khalsa College for Women, Sidhwan Khurd (Ludhiana)

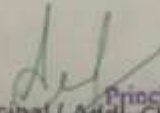
Admission Duties During Summer Vacation (05.06.2023 to 08.07.2023)

Date	Teacher's Name
5,6,7,8	Dr. Paramdeep Singh, Prof.Karamdeep Kaur , Prof.Puneet Wadhwa
9,10,12,13	Dr. Balwinder Kaur, Dr.Jasdeep Kaur,Dr.Amandeep Kaur
14,15,16,17	Dr. Paramjit Kaur, Dr.Geetanjali Arora, Prof. Rajni
19,20,21,22	Prof.Gagandeep Aulakh,Prof.Bhagwant Kaur, Prof.Harwinder Kaur
23,24,26,27	Prof. Roopa Kaur Rai, Prof.Hardeep Kaur,Prof.Inderjeet Kaur
28,30,1,3,4	Prof. Ashwani Jain, Prof Ashish Kumar
5,6,7,8	Prof. Jaspreet Kaur,Prof. Ramanpreet Kaur, Dr.Gagandeep Dharni

Note : Only in emergency case teachers can mutually exchange their duties after informing Dr. Navdip Kaur.

Date : 20.05.2023

Navdip Kaur
20.05.23


Principal (Add. Charge)
Khalsa College for Women
Sidhwan Khurd (Ludhiana)


KHALSA COLLEGE FOR WOMEN SIDHWAN KHURD (LUDH)

Duty List for Admission of Ongoing Classes

Teacher In charge	Class
1. Prof. HardeepKaur	BA-II
2. Prof. KaramdeepKaur	
3. Prof. RoopaKaurRai	BA-III
4. Dr.Paramdeep Singh	
5. Dr.ParamjitKaur	BA -BEd/BSc-BEd-II,III,IV
6. Prof. PuneetWadhwa	BCA-II,III
7. Dr.JasdeepKaur	BCOM-II,III MCOM-II
8. Prof. Ashish Kumar	BSc-II,III(M,NM)
9. Dr.BalwinderKaur	All PG Classes (MA-II)

The above mentioned teachers will be present in Gallery area for the admission of Ongoing Classes from 10.07.2023 to 20.07.2023.

Dated : 12.07.2023


Principal
Khalsa College for Women,
Sidhwan Khurd (Ludhiana)

Admission Notices

PANJAB UNIVERSITY CHANDIGARH

<p>The Deputy Registrar College Branch Administration Building Panjab University Chandigarh - 160014</p>	<p>To: The Principals All Affiliated Colleges of Panjab University, Chandigarh.</p>
--	---

No. Misc/A-1/ 4627 *Through Email* Date: 16/6/23

Subject: Late admission approval with the permission of the Vice Chancellor, with late fee of Rs. 3000/- per student.

Dear Sir/Madam

Please find enclosed herewith a Proforma for seeking approval of the Vice-Chancellor for Late Admission of students in the affiliated colleges of the University with late fee of Rs. 3000.00 per student. This is also available on website Portal <http://dcdc.puchd.ac.in/proforma.aspx> (Affiliation /Approval/Appointment field) of the Dean College Development Council. Therefore such case(s) should reach in this office as per following schedule:

<p>1. For Ongoing UG/PG classes 2. For 1st year UG/PG classes</p>	<p>As per dates mentioned in Academic Calendar 2023-24</p>
--	---

The late admission case(s) would be entertained only on the prescribed Proforma complete in all respects, along with late fee deposited with the University on or before the last date through online mode or RTGS as per Academic Schedule 2023-24 already circulated vide letter No Misc./A. 1/1564 dated 12.04.2023. The late admission case(s) on the prescribed format accompanied with the list of candidates with two copies specifying therewith the reason attributing to late admission and duly recommended by the Principal of the college/Institute must reach this office within prescribed admission dates.

Yours faithfully,
[Signature]
Deputy Registrar (Colleges)

Note:

1. Only those late admission cases which are complete in all respect and accompanied with prescribed late fee will be considered.
2. The Principal shall be responsible for sending all late admission forms in due time.
3. DO NOT SEND TRIPLICATE OF LATE ADMISSION PROFORMA. ONLY LIST OF STUDENTS SHALL BE IN TRIPLICATE.

Circulate among teachers.


[Signature]

ਖ਼ਾਲਸਾ ਕਾਲਜ ਫ਼ਾਰ ਵਿਮੈਨ, ਸਿੱਧਵਾਂ ਖੁਰਦ (ਲੁਧਿਆਣਾ)

ਸੂਚਨਾ

ਸਮੂਹ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ ਦੇ ਨਿਯਮਾਂ ਅਨੁਸਾਰ BA/B.Sc/B.Com/BCA/BA.B.Ed/B.Sc.B.Ed ਭਾਗ ਦੂਜਾ ਅਤੇ ਤੀਜਾ MA/M.Com/M.Sc IT ਭਾਗ ਦੂਜਾ ਵਿਚ ਦਾਖਲਾ ਲੈਣ ਦੀ ਆਖਰੀ ਮਿਤੀ 20.07.2023 ਹੈ। ਇਹਨਾਂ ਕਲਾਸਾਂ ਵਿਚ ਦਾਖਲਾ ਲੈਣ ਵਾਲੇ ਵਿਦਿਆਰਥੀ ਨਿਸ਼ਚਤ ਮਿਤੀ ਤੋਂ ਪਹਿਲਾ ਦਾਖਲਾ ਲੈ ਲੈਣ ਇਸ ਤੋਂ ਬਾਅਦ ਪ੍ਰਿੰਸੀਪਲ ਦੀ ਆਗਿਆ ਨਾਲ 1000/- ਰੁਪਏ ਲੇਟ ਫੀਸ ਦੇ ਕੇ ਹੀ ਦਾਖਲਾ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

ਮਿਤੀ : 14.07.2023


Principal
Khalsa College for Women,
Sidhwan Khurd (Ludhiana).

PANJAB UNIVERSITY, CHANDIGARH

Misc/A-2/2136

Date: 15 July 2023

Subject :-Extension in Admission dates of new UG Classes (without late fees) for Affiliated and Constituent Colleges for the session 2023-2024, up to 24.07.2023.

The Competent Authority after considering various requests of Principals of affiliated and Constituent Colleges of the University, has allowed extension in the Normal Admission date (without late fee) of New Under Graduate Classes, session 2023-2024 up to **24.07.2023**.

The above is for information and necessary action, please.


Deputy Registrar (Colleges)
Deputy Registrar (Colleges)
Panjab University
Chandigarh

Circulated to:-

Principal's of All Affiliated Colleges of Panjab University.
Principal's of all Constituents Colleges of Panjab University.

ਮਾਲਸਾ ਕਾਲਜ ਫ਼ਾਰ ਵਿਮੈਨ, ਸਿੱਧਵਾਂ ਖੁਰਦ (ਲੁਧਿਆਣਾ)

ਸੂਚਨਾ

ਦਾਖਲਾ ਕਮੇਟੀ ਦੇ ਮੈਂਬਰ ਸਾਹਿਬਾਨ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਹ ਦਾਖਲਾ ਲੈਣ ਵਾਲੇ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਫਾਰਮ ਹਰ ਪੱਖ ਮੁਕੰਮਲ ਕਰ ਲੈਣ ਅਤੇ ਜਿਹੜੇ ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਦਾਖਲੇ ਸਮੇਂ ਪ੍ਰਾਸਪੈਕਟ ਨਹੀਂ ਭਰਿਆ, ਉਹਨਾਂ ਦਾ ਫਾਰਮ ਮਿਤੀ 31.07.2023 ਤੱਕ ਭਰਵਾਉਣਾ ਯਕੀਨੀ ਬਣਾਉਣ।

ਮਿਤੀ : 28.07.2023

ਉਤਾਰਾ : 1.ਸਟਾਫ਼ ਰੂਮ ਨੋਟਿਸ ਬੋਰਡ
2.ਦਫ਼ਤਰੀ ਕਾਪੀ


Principal
Khalsa College for Women,
Sudhwan Khurd (Ludhiana)


Internal Assessment/Award List Notice

Khalsa College For Women Sidhwan Khurd (Ludhiana)

Notice

All the Teachers teaching under Graduate and Post Graduate Classes (1st, 3rd and 5th Semester) are required to submit the **Internal Assessment** of both (Theory and Practical) by **18.10.2023** and **Practical External Awards** by **05.11.2023**, as prescribed in the syllabus in all the subjects.


These will be submitted as per Panjab University Chandigarh directive.


Registrar
Dr. Navdip Kaur

Dated: - 14.10.2023

Distribution:

1. Staff Room Notice Board
2. Office copy


Principal
Khalsa College for Women,
Sidhwan Khurd (Ludhiana)

Khalsa College For Women Sidhwan Khurd (Ludhiana)

Notice


All the Teachers teaching under Graduate and Post Graduate Classes (2nd, 4th, 6th & 8th Semester) are required to submit the **Internal Assessment** of both (Theory and Practical) by **08.04.2024** and **Practical External Awards** by **20.04.2024**, as prescribed in the syllabus in all the subjects.

These will be submitted as per Panjab University Chandigarh directive.

Dated: - 03.04.2024

Distribution:

1. Staff Room Notice Board
2. Office copy


Principal
Khalsa College for Women,
Sidhwan Khurd (Ludhiana)

Notice for MST

KHALSA COLLEGE FOR WOMEN, SIDHWAN KHURD (LUDHIANA)

NOTICE

ਸਮੂਹ ਅਧਿਆਪਕਾਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਬੀ.ਏ/ਐਮ.ਏ/ਬੀ.ਏ.ਬੀ.ਐਡ/ਬੀ.ਐਸ.ਸੀ.ਬੀ.ਐਡ ਦੀਆਂ ਸਾਰੀਆਂ ਕਲਾਸਾਂ ਦੇ ਪੇਪਰ ਰੂਮ ਨੰਬਰ 5,6,7 ਵਿਚ ਲੈਣ ਲਈ ਡਾ. ਪਰਮਜੀਤ ਕੌਰ (ਸੁਪਰਡੈਂਟ) ਤੋਂ ਪ੍ਰੋ. ਕਰਮਦੀਪ ਕੌਰ (ਡਿਪਟੀ ਸੁਪਰਡੈਂਟ) ਦੀ ਡਿਊਟੀ ਨਿਭਾਉਣਗੇ। ਹੇਠ ਲਿਖੇ ਅਧਿਆਪਕ ਅਸਿਸਟੈਂਟ ਸੁਪਰਡੈਂਟ ਦੀ ਡਿਊਟੀ ਦੇਣਗੇ:

- | | |
|-----------------------|-----------------------|
| 1. ਡਾ. ਗਗਨਦੀਪ ਧਾਰਨੀ | 7. ਡਾ. ਜਸਦੀਪ ਕੌਰ |
| 2. ਮਿਸ. ਰੂਪਾ ਕੌਰ ਰਾਏ | 8. ਡਾ. ਗੀਤਾਂਜਲੀ ਅਰੋੜਾ |
| 3. ਡਾ. ਇੰਦਰਜੀਤ ਕੌਰ | 9. ਡਾ. ਪਰਮਦੀਪ ਸਿੰਘ |
| 4. ਡਾ. ਬਲਵਿੰਦਰ ਕੌਰ | 10. ਮਿਸ. ਰਮਨਦੀਪ ਕੌਰ |
| 5. ਸ਼੍ਰੀਮਤੀ ਹਰਦੀਪ ਕੌਰ | 11. ਪ੍ਰੋ. ਅਮਨਦੀਪ ਕੌਰ |
| 6. ਮਿਸ. ਭਗਵੰਤ ਕੌਰ | 12. ਮਿਸ. ਸੁਮਨ ਗੋਤਮ |

ਬੀ.ਸੀ.ਏ/ਪੀ.ਜੀ.ਡੀ.ਸੀ.ਏ/ਬੀ.ਐਸ.ਸੀ./ਬੀ.ਕਾਮ/ਐਮ.ਕਾਮ ਦੀਆਂ ਸਾਰੀਆਂ ਕਲਾਸਾਂ ਦੇ ਪੇਪਰ ਇਨ੍ਹਾਂ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆ ਦੁਆਰਾ ਨਿਰਧਾਰਿਤ ਡੇਟਸੀਟ ਅਨੁਸਾਰ ਲਏ ਜਾਣਗੇ।

- | | | |
|-------------|----------|---------------------|
| 1. ਬੀ.ਐਸ.ਸੀ | ਰੂਮ ਨੰਬਰ | 14, 15 |
| 2. ਬੀ.ਸੀ.ਏ | ਰੂਮ ਨੰਬਰ | ਕੰਪਿਊਟਰ ਲੈਬਜ਼ 1,2,3 |
| 3. ਬੀ.ਕਾਮ | ਰੂਮ ਨੰਬਰ | 20, 21, 22, 23 |

ਨੋਟ:

- ਵਿਸ਼ਾ ਟੀਚਰ ਹਰ ਰੋਜ਼ ਆਪਣੇ ਪੇਪਰ ਵਿਚ ਗੈਰ ਹਾਜ਼ਰ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਲਿਸਟ ਡਾ. ਪਰਮਜੀਤ ਕੌਰ ਜਮ੍ਹਾਂ ਕਰਵਾਉਣਗੇ।
- ਵਿਸ਼ਾ ਟੀਚਰ ਦੁਆਰਾ ਹੀ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੀਆਂ ਕਾਪੀਆਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਦਿੱਤੀਆਂ ਜਾਣਗੀਆਂ।

ਮਿਤੀ: 25 ਅਕਤੂਬਰ, 2023

Nayab Kaur
Principal
Khalisa College for Women
Sidhwan Khurd (Ludhiana)

ਖ਼ਾਲਸਾ ਕਾਲਜ ਫ਼ਾਰ ਵਿਮੈਨ, ਸਿੱਧਵਾਂ ਖ਼ੁਰਦ (ਲੁਧਿਆਣਾ)

ਸੂਚਨਾ

ਸਮੂਹ ਅਧਿਆਪਕ ਸਾਹਿਬਾਨ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ ਦੇ ਦਸੰਬਰ 2023 (Semester Exam DEC-2023) ਦੇ ਇਮਤਿਹਾਨ 29 ਨਵੰਬਰ 2023 ਤੋਂ ਸ਼ੁਰੂ ਹੋ ਰਹੇ ਹਨ। ਇਨ੍ਹਾਂ ਇਮਤਿਹਾਨਾਂ ਦਾ ਸਮਾਂ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੈ:-

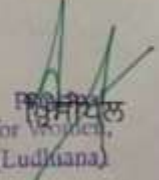
Morning Session - 9:30 am - 12:30pm
Evening Session - 1:30 pm - 4:30pm

ਇਮਤਿਹਾਨਾਂ ਵਿਚ ਸਵੇਰ ਦੀ ਡਿਊਟੀ ਕਰਨ ਵਾਲੇ ਅਧਿਆਪਕ ਸਾਹਿਬਾਨ ਸਵੇਰੇ 9:00 ਵਜੇ ਅਤੇ ਸ਼ਾਮ ਦੀ ਡਿਊਟੀ ਕਰਨ ਵਾਲੇ ਅਧਿਆਪਕ ਸਾਹਿਬਾਨ 11:00 ਵਜੇ ਕਾਲਜ ਆਪਣੀ ਡਿਊਟੀ ਤੇ ਹਾਜ਼ਰ ਹੋਣਾ ਯਕੀਨੀ ਬਣਾਉਣ।

ਮਿਤੀ:-29.11.2023

ਉਤਾਰਾ :-1.ਸਟਾਫ਼ ਰੂਮ ਨੋਟਿਸ ਬੋਰਡ

2.ਦਫ਼ਤਰੀ ਕਾਪੀ


Khalsa College for Women,
Sidhwan Khurd (Ludhiana)

Nausaf/CA
29/11/23

Notice for Practical Exams

Khalsa College for women, Sidhwan Khurd (Ludhiana)

Practical Date sheet- B.A.B.Ed. & B.Sc B.Ed.

Semester 1st, 3rd, 5th, 7th (Nov. 2023)

Sr. No	Subject	Class/ Semester	Date
1	Education in Emerging Indian Society (EDUC01)	Sem 1 st	20.11.2023
2	School Organization & Administration (EDUC02)	Sem 1 st	20.11.2023
3	History (HISO11)	Sem 1 st	20.11.2023
4	Political Science (POLO11)	Sem 1 st	20.11.2023
5	Economics (ECOO 11)	Sem 1 st	20.11.2023
6	Sociology (SOCO11)	Sem 1 st	20.11.2023
7	Mathematics (MATHO11)	Sem 1 st	20.11.2023
8	Elective Pbi (P BIO11)	Sem 1 st	20.11.2023
9	Elective Eng. (ENGO11)	Sem 1 st	20.11.2023
10	School Related Practicum(SRPC11)	Sem 1 st	20.11.2023
11	Life Skills Training (LSTC 11)	Sem 1 st	20.11.2023
12	Human Development (EDUC05)	Sem 3rd	22.11.2023
13	School Community Participation (EDC06)	Sem 3rd	22.11.2023
14	History (HISO32)	Sem 3rd	22.11.2023
15	Political Science (POLO32)	Sem 3rd	22.11.2023
16	Sociology (SOCO32)	Sem 3rd	22.11.2023
17	Mathematics (MATHO32)	Sem 3rd	22.11.2023
18	Elective Pbi (P BIO32)	Sem 3rd	22.11.2023
19	Elective Eng. (ENGO32)	Sem 3rd	22.11.2023
20	School Related Practicum(SRPC32)	Sem 3rd	22.11.2023
22	Life Skills Training (LSTC 32)	Sem 3rd	22.11.2023
23	Technological Bases of Education & Pedagogy (EDUC09)	Sem 5 th	23.11.2023
24	Health & Yoga Education (EDUC10)	Sem 5 th	23.11.2023
25	History (HISO53)	Sem 5 th	23.11.2023
26	Sociology (SOCO53)	Sem 5 th	23.11.2023
27	Political Science (POLO53)	Sem 5 th	23.11.2023
28	Mathematics (MATHO53)	Sem 5 th	23.11.2023
29	Elective Pbi(PBIO53)	Sem 5 th	23.11.2023
30	Elective Eng. (ENGO53)	Sem 5 th	23.11.2023
31	School Related Practicum(SRPC53)	Sem 5 th	23.11.2023
32	Life Skills Training (LSTC53)	Sem 5 th	23.11.2023
33	Teaching of Punjabi/ English	Sem 7 th	24.11.2023
34	Teaching of / Mathematics /SST	Sem 7 th	24.11.2023
35	Teaching of Science	Sem 7 th	24.11.2023
36	Philosophical, Sociological & Political Perspective (EDUC13)	Sem 7 th	24.11.2023
37	The Learner Nature & Development (EDUC14)	Sem 7 th	24.11.2023
38	Theory of Instructional Technology (EDUC15)	Sem 7 th	24.11.2023
39	School Management (EDUC16)	Sem 7 th	24.11.2023
40	Information & Communication Technology(EDUC17)	Sem 7 th	24.11.2023

Date: 11.11.2023

Distribution:

1. Staff Room Notice Board
2. Office Copy

Khalsa College for Women
Sidhwan Khurd (Ludhiana)

Khalsa College for Women, Sidhwan Khurd (Ludhiana)

Practical Datesheet November 2023

Time Morning Session: 9:00 am to 12:00 pm

Time Evening Session 1.00 P.M to 3 P.M

All Teachers and Students are requested to follow P.U. guidelines (2023) for the conduct of Practical Examinations November 2023 of all classes.

S.No	Date	Class	Subject	Code	Session
1	20/11/23	BCA 1 st sem	Lab based on BCA-16-103(FT)	BCA-16-103	M
2		BCA 2 nd sem	Lab based on BCA-16-104(NM)	BCA-16-107	E
3		BCA 3 rd sem	Lab based on BCA-16-503(Java)	BCA-16-305	M
4	21/11/23	B.Sc 1 st sem	Practical based on CS01 and CS02(C) (CSC)	PC003	M
5		B.Sc 5 th sem	Practical based on CS09 and CS10(RDBMS) (CSC)	PC005	M
6		B.A. Bed B.Sc B.ED 7th Sem	Practical ICT		E
7	22/11/23	BCA 5 th sem	Lab based on BCA-16-504(PHP)	BCA-16-506	M
8		BCA 1 st sem	Lab based on BCA-16-104 C Lang	BCA-16-106	M
9		BCA 2 nd sem	Lab based on BCA-16-105(DS)	BCA-16-306	E
10	23/11/23	B.A 1 st Sem	Application Software (CAS)	CA01	
11				CA02	
12		B.A 2 nd sem	Practical based on CA05 and CA06 (C++ /Web designing) (CAS)	PCA03	E
13		B.A 5 th sem	Practical based on CA09 and CA10(VB.NET/Oracle) (CAS)	PCA05	M
	24/11/23	B.A 1 st sem	Music (I)	MU1	E
		B.A 2 nd sem	Music (I)	MU1	M
		B.A 5 th sem	Music (I)	MU3	M
14		PGDCA 1 st sem	1105 (Based on PGD-1101 &	PGD-PR- Lab 009	M
15			PGD-1102) FT AND C		
16	25/11/23	PGDCA 1 st sem	LARZ	PGD-PR- 1106	M
17			1106 (Based on PGD-1103) DBMS		

Note: In case of any Discrepancy contact Dr. Navdip Kaur (Registrar) and Prof Ashwani Jain (Assistant Registrar)

Date: 14.11.2023

Khalsa College
Sidhwan Khurd (Ludhiana)

Khalsa College for Women, Sidhwan Khurd (Ludhiana)

Practical Datesheet April 2024 (Time : 10.00 Am to 1.00 PM)

All Teachers and Students are requested to follow P.U. guidelines (2024) for the conduct of Practical Examinations April 2024 of all classes.

S.No	Class	Subject	2nd SEM	4th SEM	6th Sem
1	BA	Music (I)	15.04.2024	15.04.2024	15.04.2024
2		Computer Applications	19.04.2024	19.04.2024	19.04.2024
3		Physical Education	19.04.2024	19.04.2024	20.04.2024
4		Add on Course Communicative English	18.04.2014	15.04.2024	15.04.2024
5	BSC/ BSC/Bed	Zoology	15.04.2024	16.04.2024	18.04.2024
6		Botany	16.04.2024	18.04.2024	15.04.2024
7		Physics	15.04.2024	16.04.2024	18.04.2024
8		Chemistry	18.04.2024	15.04.2024	16.04.2024
9		Computer Science	16.04.2024	Nil	16.04.2024
10		English	-	15.04.2024	-
11	BCA	BCA 203	15.04.2024	-	-
12		BCA 204	18.04.2024	-	-
13		BCA 404	-	15.04.2024	-
14		BCA 405	-	18.04.2024	-
15		BCA 603	-	-	15.04.2024
16		BCA 604 Minor Project	-	-	18.04.2024
17	BCOM	BCDM 202 (English)	15-16.04.2024	-	-
18		Add on Course Computer Based Accounting	18.04.2024	15.04.2024	-
19	PGDCA	PGDCA 2105	23.04.2024	-	-
		PGDCA 2106	25.04.2024	-	-
		PGDCA 2107	27.04.2024	-	-

Note: In case of any Discrepancy contact Dr. Navdip Kaur (Registrar) and Prof Ashwani Jain (Assistant Registrar)

Date: 04.04.2024

Principal
Khalsa College for Women,
Sidhwan Khurd (Ludhiana)