

Khalsa College for Women, Amritsar

Criterion: 5.1.4

The Institution has a Transparent Mechanism for Timely Redressal of Student Grievances Including Sexual Harassment and Ragging Cases

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Internal Committees 2021-22

| Anti-Ragging Committee | Internal Complaint Cell (Sexual Harassment) | Grievance Redressal Cell |
|-------------------------------|--|---------------------------------|
| Principal: Chairperson | Principal: Chairperson | Principal: Chairperson |
| Mrs. Sumit Chabra | Dr. Ravinder Kaur | Dr. Chanchal Bala |
| Dr. Neeru Kapoor | S. Manjit Singh | S. Manjit Singh |
| All Class Representatives | Mrs. Anju | All Class Representatives |
| - | All Class Representatives | - |

Internal Committees 2020-21

| Anti-Ragging Committee | Internal Complaint Cell (Sexual Harassment) | Grievance Redressal Cell |
|-------------------------------|--|---------------------------------|
| Principal: Chairperson | Principal: Chairperson | Principal: Chairperson |
| Mrs. Sumit Chabra | Dr. Ravinder Kaur | Dr. Chanchal Bala |
| Dr. Neeru Kapoor | S. Manjit Singh | S. Manjit Singh |
| All Class Representatives | Mrs. Anju | All Class Representatives |
| - | All Class Representatives | - |

Internal Committees 2019-20

| Anti-Ragging Committee | Internal Complaint Cell (Sexual Harassment) | Grievance Redressal Cell |
|-------------------------------|--|---------------------------------|
| Principal: Chairperson | Principal: Chairperson | Principal: Chairperson |
| Mrs. Manbir Kaur | Dr. Amarjit Kaur | Dr. Amarjit Kaur |
| Mrs. Ranjandeep Kaur | Dr. Neelamjit Kaur | Dr. Chanchal Bala |
| Mrs. Anita | Dr. Manjeet Singh | S. Manjit Singh |
| Dr. Neeru Kapoor | Mrs. Anju | Hostel Warden |
| Dr. Pardeep Kaur | Hostel Warden | All Class Representatives |
| Mrs. Samandeep Kaur | All Class Representatives | = |
| Students of FD & CS | = | = |
| All Class Representatives | = | = |

Internal Committees 2018-19


| Anti-Ragging Committee | Internal Complaint Cell (Sexual Harassment) | Grievance Redressal Cell |
|-------------------------------|--|---------------------------------|
| Principal: Chairperson | Principal: Chairperson | Principal: Chairperson |
| Dr. Neelamjit Kaur | Dr. Amarjit Kaur | Dr. Amarjit Kaur |
| Mrs. Anita | Dr. Neelamjit Kaur | Dr. Chanchal Bala |
| Dr. Namrata | Dr. Jatinder Kaur | S. Manjit Singh |
| Ms. Amandeep Kaur | Mrs. Anju | Hostel Warden |
| Mrs. Samandeep Kaur | Hostel Warden | All Class Representatives |
| Students of FD & CS | All Class Representatives | = |
| All Class Representatives | = | = |

Internal Committees 2017-18

| Anti-Ragging Committee | Internal Complaint Cell (Sexual Harassment) |
|---|--|
| Principal: Chairperson Mrs. Anita Dr. Namrata Mrs. Anu Chawla All Class Representatives | Principal: Chairperson Dr. Jitender Kaur All Class Representatives |

Duty List of the Internal Committees of the College

2021-22



KHALSA COLLEGE FOR WOMEN, AMRITSAR

ਖਾਲਸਾ ਕਾਲਜ ਫਾਰ ਵਿਮਨ, ਅੰਮ੍ਰਿਤਸਰ

Re-Accredited "A" Grade by NAAC

Affiliated with GNDU, Amritsar & Recognised by UGC under Section 2(F) & 12(B)

Ref No. :

Date : 19.7.21

College Working Committees 2021-22

Dr. (Mrs.) Surinder Kaur
Principal

| Sr. No. | Duties | Name of the Teacher(s) |
|---------|-------------------------------------|--|
| 1. | Academic Council / Remedial Classes | Dr. Jitender Kaur (Dean) Mrs. Ravinder Kaur Mrs. Manbir Kaur Dr. Chanchal Bala S. Manjit Singh Dr. Suman Nayyar Mrs. Sharina |
| 2. | Examination Committee /Results | Dr. Jitender Kaur Mrs. Ravinder Kaur Mrs. Manbir Kaur Dr. Chanchal Bala S. Manjit Singh Dr. Suman Nayyar Mrs. Sharina |
| 3. | IQAC Committee | Dr. Jitender Kaur (Coordinator) Mrs. Ravinder Kaur Mrs. Manbir Kaur Dr. Chanchal Bala S. Manjit Singh |
| 4. | Research Committee | Dr. Jitender Kaur Mrs. Ravinder Kaur Mrs. Manbir Kaur Dr. Chanchal Bala Dr. Rakesh Kumar Dr. Ritu Dhawan |
| 5. | Weekly Assembly | Dr. Jitender Kaur Mrs. Ravinder Kaur Mr. Mukesh |
| 6. | Prospectus Committee | Mrs. Ravinder Kaur (Coordinator) Mrs. Samandeep Kaur |
| 7. | Discipline Committee | Dr. Chanchal Bala Mrs. Anita Dr. Ranjandeep Kaur <i>Ranj</i> Dr. Neeru Kapoor Mrs. Samandeep Kaur Students of FD & CSe |
| 8. | Anti Ragging Committee | Mrs. Sumit Chhabra <i>Sumit</i> Dr. Neeru Kapoor |
| 9. | Purchase Committee | Dr. Jitender Kaur S. Manjit Singh Dr. Ritu Dhawan S. Gurvill Singh HOD/Teachers Concerned Department Students of FD & CSe |

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+91-183-5050431-32

Khalasa College for Women, Amritsar
GNDU, Amritsar

www.kowasr.org

19.7.21

| | | |
|-----|--|--|
| 10. | Career Counselling & Placements | S. Manjit Singh Mrs. Kirandeep Kaur Dr. Namrata Dr. Jaswinder Singh |
| 11. | Tutorials | Dr. Mandeep Kaur Gulati Mrs. Geet Bawa |
| 12. | Stock Write Off Committee | Dr. Jitender Kaur S. Manjit Singh Dr. Suman Nayyar Mrs. Sharina Mahajan S. Gurvail Singh HOD/Teacher Concerned Department |
| 13. | News Update | Mrs. Geet Bawa Dr. Pardeep Kaur Dr. Neeru Kapoor |
| 14. | Scholarships | Dr. Jaswinder Singh S. Onkar Singh |
| 15. | Time Table Committee | Mrs. Ravinder Kaur Mrs. Manbir Kaur Mrs. Pritika Mehra Dr. Suman Nayyar Mrs. Sharina Mrs. Surinder Kaur (Sr. Clerk) |
| 16. | College Website | Mrs. Pritika Mehra |
| 17. | E-Library & Library | Mrs. Geet Bawa Dr. Pardeep Kaur Dr. Jaswinder Singh Mrs. Divya Mehra |
| 18. | Annual Report | Mrs. Pritika Mehra Dr. Pardeep Kaur Mrs. Samandeep Kaur |
| 19. | Internal Complaints Cell (Sexual Harassment) | Mrs. Ravinder Kaur S. Manjit Singh Mrs. Anju |
| 20. | Grievance Redressal Cell | Dr. Chanchal Bala S. Manjit Singh |
| 21. | Students Feedback Committee | Dr. Mandeep Kaur Gulati Mrs. Sharina Mahajan Dr. Neeru Kapoor Mrs. Samandeep Kaur |
| 22. | E-governance | Dr. Rakesh Kumar |
| 23. | Student Advisory Committee | Mrs. Ravinder Kaur Dr. Ranjandeep Kaur Khera Dr. Kamalpreet Kaur Sandhu Mrs. Sharina Mahajan |
| 24. | Staff Secretary | Mrs. Ranjandeep Kaur |
| 25. | Bursar | Dr. Ritu Dhawan |
| 26. | Alumni Association | Dr. Chanchal Bala Mrs. Kirandeep Kaur Dr. Jaswinder Singh Dr. Neeru Kapoor |
| 27. | Management Members | Dr. Chanchal Bala Mrs. Manbir Kaur |
| 28. | Sports Committee | Dr. Kamalpreet Sandhu Ms. Pooja |
| 29. | Medical Advisory Board | Dr. Chanchal Bala Mrs. Khushpal Kaur |

19.7.21

| | | | |
|-----|---|--|--|
| | Campus Beautification & Landscaping & Maintenance of Equipment | Mrs. Geet Bawa Dr. Namrata Mrs. Sharina Mahajan Dr. Jaswinder Singh <i>Jaswinder</i> | |
| 31. | Hostel Advisory Committee | Dr. Jitender Kaur Mrs. Ravinder Kaur | |
| 32. | Canteen & Mess | Dr. Chanchal Bala Mrs. Manbir Kaur S. Manjit Singh Dr. Ritu Dhaswan | |
| 33. | Supervisor for Construction & requirement & Maintenance of Building | S. Manjit Singh S. Nirmaljit Singh Dr. Jaswinder Singh <i>Jaswinder</i> | |
| 34. | KCGC TV Cell | Dr. Jitender Kaur Mrs. Ravinder Kaur Dr. Ranjandeep Kaur <i>Ranjandeep</i> S. Nirmaljit Singh | |
| 35. | Cameras | S. Nirmaljit Singh S. Onkar Singh S. Amarjit Singh Ms. Khushpal Kaur | |
| 36. | Cleanliness of Buildings & Campus | Dr. Chanchal Bala Ms. Arpana Ms. Jasleen Dua Mrs. Manbir Kaur Dr. Nirmal Kaur Ms. Jeevia Sandhu Mrs. Ravinder Kaur Ms. Sugam Mrs. Bharu Mrs. Sumit Chhabra Dr. Suman Nayyar Mr. Varun Bal Mrs. Deepika Bagga Mrs. Sharina Mahajan Mrs. Mehak Seth Ms. Manjot Kaur Sandhu Mrs. Kirandeep Kaur Ms. Jagdeep Kaur Ms. Jagmeet Kaur | Lawns, Grounds and Approach Roads to college II, III Floor Ground Floor & Verandha Computer Science & Libraries Commerce Department FD Department Parking and Roads (inside the college) |

Sunita
Principal
Khalsa College for Women
Amritsar

Duty List of the Internal Committees of the College 2020-21

7-10-20

College Working Committees 2020-21

| Sr. No. | Duties | Name of the Teacher(s) |
|---------|--|---|
| 1. | Academic Council /Examination Committee/Remedial Classes/Results | Dr. Amarjit Kaur Mrs. Noelamjit Kaur Dr. Jitender Kaur Mrs. Ravinder Kaur Mrs. Manbir Kaur S. Manjit Singh Dr. Suman Nayyar Mrs. Sharina |
| 2. | Weekly Assembly | Dr. Jitender Kaur Mrs. Ravinder Kaur Mr. Mukesh |
| 3. | Discipline Committee | Mrs. Anita Dr. Ranjandeep Kaur Dr. Neeru Kapoor Mrs. Samandeep Kaur Students of FD & CS&- |
| | Anti Ragging Committee | Mrs. Sumit Chhagra Dr. Neeru Kapoor |
| 4. | Purchase Committee | Dr. Jitender Kaur S. Manjit Singh Dr. Ritu Dhawan S. Gurveil Singh HOD/Teachers Concerned Department Students of M.Com (one) and M.Sc. (one) |
| 5. | Career Counselling & Placements | Mrs. Kirandeep Kaur Dr. Saurabh Grover Dr. Jaswinder Singh |
| 6. | Tutorials | Dr. Mandeep Kaur Gulati Mrs. Geet Bawa |
| 7. | Stock Write Off Committee | Mrs. Ravinder Kaur S. Manjit Singh Dr. Suman Nayyar S. Gurveil Singh HOD/Teacher Concerned Department |
| 8. | News Update | Dr. Rakesh Kumar Dr. Pardeep Kaur |
| 9. | Scholarships | Dr. Jaswinder Singh S. Onkar Singh |
| 10. | Time Table Committee | Mrs. Manbir Kaur Mrs. Pritika Mehra Dr. Suman Nayyar Mrs. Sharina Mrs. Surinder Kaur (Sr. Clerk) |
| 11. | College Website | Mrs. Pritika Mehra |
| 12. | E-Library & Library | Mrs. Geet Bawa Dr. Pardeep Kaur |
| 13. | Annual Report | Dr. Suman Nayyar Mrs. Pritika Mehra |
| 14. | Internal Complaints Cell (Sexual Harassment) | Mrs. Ravinder Kaur S. Manjit Singh Mrs. Anju |
| 15. | Grievance Redressal Cell | Dr. Chanchal Bala S. Manjit Singh |

7-10-20

| | | | |
|----|---|---|--|
| 16 | Students Feedback Committee | Dr. Mandeep Kaur Gulati Mrs. Sharina Mahajan Dr. Neeru Kapoor Dr. Pardeep Kaur | |
| 17 | E-governance | Dr. Rakesh Kumar | |
| 18 | Student Advisory Committee | Mrs. Ravinder Kaur Mrs. Geet Bawa Dr. Kamalpreet Kaur Sandhu Mrs. Sharina Mahajan | |
| 19 | Staff Secretary | Mrs. Ranjandeep Kaur | |
| 20 | Management Members | Dr. Chanchal Bala Mrs. Manbir Kaur | |
| 21 | Sports Committee | Dr. Kamalpreet Sandhu Ms. Pooja | |
| 22 | Medical Advisory Board | Dr. Chanchal Bala Mrs. Khushpal Kaur | |
| 23 | Campus Beautification & Landscaping & Maintenance of Equipment | Mrs. Kirandeep Kaur Dr. Namrata Mrs. Sharina Mahajan Dr. Jaswinder Singh | |
| 24 | Hostel Advisory Committee | Dr. Pardeep Kaur Mrs. Samandeep Kaur | |
| 25 | Canteen & Mess | S. Manjit Singh Mrs. Geet Bawa Dr. Rita Dhanwan | |
| 26 | Supervisor for Construction & requirement & Maintenance of Building | S. Manjit Singh Dr. Jaswinder Singh Dr. Saumbi Grover | |
| 27 | Cameras | S. Nirmaljit Singh S. Onkar Singh S. Amarjit Singh Ms. Khushpal Kaur | |
| 28 | Check on Parking of Vehicles | Dr. Jibender Kaur | |
| 29 | Cleanliness of Buildings & Campus | Ms. Arpana Ms. Jasleen Dua Dr. Nirmal Kaur Ms. Jeena Sandhu Ms. Sugam Mrs. Bharu Mrs. Sumit Chhabra Dr. Kiranjot Kaur Mrs. Deepika Bagga Mrs. Mehak Geth Ms. Manjot Kaur Sandhu Mr. Varun Bati Ms. Jagdeep Kaur Ms. Jagmeet Kaur | : Lawns, Grounds and Approach Roads to college : II, III Floor : Ground Floor & Verandha : Computer Science & Libraries : Commerce Department : FD Department : Parking and Roads (inside the college) |

Mandeep Kaur
Principal
Khalsa College for Women
Amritsar

Duty List of the Internal Committees of the College 2019-20

| Sr. No. | Duties | Name of the Teachers |
|---------|---|---|
| 1. | Academic Council/Examination Committee/Remedial Classes/Results | Dr. Amarjit Kaur Mrs. Neelamjit Kaur Dr. Jitender Kaur Mrs. Manbir Kaur S. Manjit Singh Dr. Suman Nayyar Mrs. Sharina |
| 2. | Weekly Assembly | Dr. Jitender Kaur Mrs. Ravinder Kaur Mr. Mohan |
| 3. | Discipline Committee/Anti Ragging Committee | Mrs. Manbir Kaur Mrs. Ransindher Kaur Mrs. Anita Dr. Neeraj Kapoor Dr. Pardeep Kaur Mrs. Samandeep Kaur Students of TD & C/O |
| 4. | Purchase Committee | Dr. Jitender Kaur S. Manjit Singh Dr. Ritu Dhawan S. Gurvail Singh HOD/Teachers Concerned Department Students of M.Com (one) and M.Sc. (one) |
| 5. | Career Counselling & Placements | Mrs. Kirandeep Kaur Dr. Samrath Grover Dr. Jaswinder Singh Dr. Hardev Singh |
| 6. | Tutorials | Mrs. Neelamjit Kaur Mrs. Ranjandeep Kaur Dr. Amarjit Kaur |
| 7. | Stack Write Off Committee | S. Manjit Singh Dr. Suman Nayyar S. Gurvail Singh HOD/Teacher Concerned Department |
| 8. | News Update | Mr. Rakesh Mahajan Mrs. Samandeep Kaur Dr. Jaswinder Singh |
| 9. | Scholarships | S. Oskar Singh Ms. Ranjit Kaur |
| 10. | Time Table Committee | Mrs. Manbir Kaur Mrs. Pritika Mehra Dr. Suman Nayyar Mrs. Sharina Mrs. Surinder Kaur (St. Clerk) |
| 11. | College Website | Mrs. Pritika Mehra |
| 12. | E-Library & Library | Mrs. Geet Bawa Dr. Pardeep Kaur Mrs. Ravinder Kaur |
| 13. | Annual Report | Mrs. Pritika Mehra |
| 14. | Internal Complaints Cell (Sexual Harassment) | Dr. Amarjit Kaur Mrs. Neelamjit Kaur S. Manjit Singh Mrs. Anja |
| 15. | Anti-Sexual Harassment Cell | Dr. Amarjit Kaur Dr. Chanchal Dhillon S. Manjit Singh |

Duty List of the Internal Committees of the College 2018-19

20-7-18

DUTIES OF THE STAFF FOR SESSION 2018-19

| Sr. No. | Duties | Name of the Teacher(s) |
|---------|--|---|
| 1 | Academic Council /Examination Committee/Remedial Classes/Results | Dr. Amarjit Kaur Mrs. Neelamjit Kaur Dr. Jitender Kaur Mrs. Manbir Kaur S. Manjit Singh Dr. Suman Nayyar Mrs. Sharina |
| 2 | Weekly Assembly | Dr. Jitender Kaur Mr. Makesh |
| 3 | Discipline Committee/Anti Ragging Committee | Mrs. Neelamjit Kaur Mrs. Anha Dr. Namrata Ms. Amandeep Kaur Sci. Mrs. Samandeep Kaur Students of PD & CSc |
| 4 | Purchase Committee | Mrs. Manbir Kaur Mrs. Ranjandeep Kaur S. Nirmaljit Singh S. Satpal Singh HOD/Teacher concerned Department Students |
| 5 | Career Counseling & Placements | Mrs. Kirandeep Kaur Dr. Surabh Dr. Jaswinder Singh |
| 6 | Tutorials | Mrs. Neelamjit Kaur Dr. Ritu Dhawan |
| 7 | Stock Write Off Committee | Dr. Amarjit Kaur S. Satpal Singh HOD/Teacher Concerned Department |
| 8 | News Update | Mrs. Mandeep Gulati |
| 9 | Scholarships | Dr. Jaswinder Singh S. Mehal Singh S. Oskar Singh |
| 10 | Time Table Committee | Mrs. Neelamjit Kaur Mrs. Manbir Kaur S. Manjit Singh Dr. Suman Nayyar Mrs. Sharina Mrs. Surinder Kaur (Sr. Clerk) |
| 11 | College Website | Ms. Priyika Mehra |
| 12 | E-Library & Library | Mrs. Geet Bawa Dr. Pardeep Kaur |
| 13 | Attendance Checking | Mrs. Manbir Kaur Dr. Pardeep Kaur |
| 14 | Annual Report | Mrs. Ravinder Kaur Mrs. Samandeep Kaur |
| 15 | Internal Complaints Cell (Sexual Harassment) | Dr. Amarjit Kaur Mrs. Neelamjit Kaur Dr. Jitender Kaur |
| 16 | Grievance Redressal Cell | Dr. Amarjit Kaur S. Manjit Singh |

20-7-18

DUTIES OF THE STAFF FOR SESSION 2018-19


| Sr. No. | Duties | Name of the Teacher(s) |
|---------|--|---|
| 1 | Academic Council /Examination Committee/Remedial Classes/Results | Dr. Amarjit Kaur Mrs. Neelanjit Kaur Dr. Jitender Kaur Mrs. Manbir Kaur S. Manjit Singh Dr. Suman Nayyar Mrs. Sharina |
| 2 | Weekly Assembly | Dr. Jitender Kaur Mr. Mukesh |
| 3 | Discipline Committee/Anti Ragging Committee | Mrs. Neelanjit Kaur Mrs. Anita Dr. Namrata Ms. Amandeep Kaur Sci. Mrs. Samandeep Kaur Students of FD & CSc |
| 4 | Purchase Committee | Mrs. Manbir Kaur Mrs. Ranjandeep Kaur S. Nirmaljit Singh S. Satpal Singh HOD/Teacher concerned Department Students |
| 5 | Career Counseling & Placements | Mrs. Kirandeep Kaur Dr. Saurabh Dr. Jaswinder Singh |
| 6 | Tutorials | Mrs. Neelanjit Kaur Dr. Ritu Dhanwan |
| 7 | Stock Write Off Committee | Dr. Amarjit Kaur S. Satpal Singh HOD/Teacher Concerned Department |
| 8 | News Update | Mrs. Mandeep Gulati |
| 9 | Scholarships | Dr. Jaswinder Singh S. Mehal Singh S. Onkar Singh |
| 10 | Time Table Committee | Mrs. Neelanjit Kaur Mrs. Manbir Kaur S. Manjit Singh Dr. Suman Nayyar Mrs. Sharina Mrs. Surinder Kaur (Sr. Clerk) |
| 11 | College Website | Ms. Pritika Mehra |
| 12 | E-Library & Library | Mrs. Geet Bawa Dr. Pardeep Kaur |
| 13 | Attendance Checking | Mrs. Manbir Kaur Dr. Pardeep Kaur |
| 14 | Annual Report | Mrs. Ravinder Kaur Mrs. Samandeep Kaur |
| 15 | Internal Complaints Cell (Sexual Harassment) | Dr. Amarjit Kaur Mrs. Neelanjit Kaur Dr. Jitender Kaur |
| 16 | Grievance Redressal Cell | Dr. Amarjit Kaur S. Manjit Singh |

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|----|---|---|
| 15 | Grievance Redressal Cell | Dr. Amarjit Kaur Dr. Chanchal Bala S. Manjit Singh |
| 16 | Students Feedback Committee | Mrs. Ravinder Kaur Dr. Mandeep Kaur Gutati Dr. Neeru Kapoor Mrs. Ambica Khurana |
| 17 | E-governance | Sh. Rakesh Kumar |
| 18 | Student Advisory Committee | Dr. Amarjit Kaur Mrs. Ravinder Kaur Mrs. Geet Bawa Dr. Namrata Mrs. Sharina Mahajan |
| 19 | Staff Secretary | |
| 20 | Management Members | |
| 21 | Sports Committee | Dr. Kamalpreet Sandhu Ms. Pooja |
| 22 | Medical Advisory Board | Dr. Jitender Kaur Dr. Chanchal Bala Mrs. Khushpal Kaur |
| 23 | Campus Beautification & Landscaping & Maintenance of Equipment | Mrs. Kirandeep Kaur Mrs. Sharina Mahajan Dr. Namrata Dr. Jaswinder Singh Ms. Jagdeep Kaur Mr. Sunil Kumar |
| 24 | Hostel Advisory Committee | Dr. Pardeep Kaur Mrs. Samandeep Kaur |
| 25 | Canteen & Mess | S. Manjit Singh Dr. Suman Nayyar Mrs. Geet Bawa |
| 26 | Supervisor for Construction & requirement & Maintenance of Building | S. Manjit Singh Dr. Jaswinder Singh S. Dharminder Singh |
| 27 | Cameras | S. Nirmaljit Singh S. Onkar Singh S. Amarjit Singh |
| 28 | Cleanliness of Buildings & Campus | Dr. Nirmal Kaur (II Floor) Ms. Sugam (I Floor) Dr. Kiran (Ground Floor) Ms. Iqbal Kaur (Computer Lab) Mrs. Manbir Kaur (Library) Dr. Nitika Bhandari Mrs. Rajwinder Kaur Ms. Gurpreet Kaur Ms. Kuljeet Kaur Ms. Manjot Kaur Ms. Prabhjot Kaur Ms. Navpreet Kaur Ms. Prabhjot Kaur (Attendant) Varanda Mr. Varun Bal (Grounds) Dr. Kamalpreet Ms. Pooja Mrs. Khushpal Kaur (Hostel) Mr. Mela Ram (Hostel) |

Department

Navpreet Kaur
Khadisa College for Women

Duty List of the Internal Committees of the College
2017-18



KHALSA COLLEGE FOR WOMEN, AMRITSAR

ਖ਼ਾਲਸਾ ਕਾਲਜ ਫ਼ਾਰ ਵਿਮਨ, ਅੰਮ੍ਰਿਤਸਰ

Accredited 'A' by NAAC

Ph. : +91-183-6058207, 6058209 • E-mail : kcw_asr@yahoo.co.in • Website : www.kcwassr.org

Ref No. : _____
Date : 12/8/17

DUTIES OF THE STAFF FOR SESSION 2017-18

| Sr. No. | Duties | Name of the Teacher(s) |
|---------|--|--|
| 1 | Academic Council /Examination Committee/Remedial Classes/Results | Dr. Manpreet Kaur Dr. Amarjit Kaur Mrs. Neelamjit Kaur Dr. Jitender Kaur Mrs. Manbir Kaur S. Manjit Singh Dr. Suman Nayyar Mrs. Sharina |
| 2 | Weekly Assembly | Dr. Jitender Kaur Mr. Mukesh |
| 3 | Discipline Committee/Anti Ragging Committee | Mrs. Neelamjit Kaur Mrs. Anita Dr. Namrata Mrs. Anu Chawla Students |
| 4 | Purchase Committee | Mrs. Manbir Kaur S. Nirmaljit Singh S. Satpal Singh HOD/Teacher concerned Department Students |
| 5 | Career Counseling & Placements | Mrs. Kirandeep Kaur Dr. Namrata Students |
| 6 | Tutorials | Mrs. Neelamjit Kaur Dr. Rina Dhawan |
| 7 | Stock Write Off Committee | Dr. Amarjit Kaur S. Satpal Singh HOD/Teacher concerned Department |
| 8 | News Update | Mrs. Mandeep Gulati |
| 9 | Scholarships | Dr. Chanchal Bala S. Mehal Singh S. Onkar Singh |
| 10 | Time Table Committee | Mrs. Neelamjit Kaur Mrs. Manbir Kaur S. Manjit Singh Dr. Suman Nayyar Mrs. Sharina Mrs. Surinder Kaur (Sr. Clerk) |
| 11 | College Website | Ms. Pritika Mehra |
| 12 | E-Library | Mrs. Goet Bawa |
| 13 | Attendance Checking | Mrs. Sumit Chhabra |
| 14 | Annual Report | Mrs. Ravinder Kaur Mrs. Ranjandeep Kaur |
| 15 | Internal Complaints Cell (Sexual Harassment) | Dr. Manpreet Kaur Dr. Jitender Kaur |
| 16 | Students Feedback Committee | Dr. Suman Dr. Namrata |
| 17 | E-governance | Sh. Rakesh Kumar |
| 18 | Student Advisory Committee | Mrs. Neelamjit Kaur Dr. Chanchal Bala Mrs. Sharina Mrs. Kamalpreet Sandhu |
| 19 | Staff Secretary | Dr. Chanchal Bala |
| 20 | Sports Committee | Mrs. Kamalpreet Sandhu Ms. Sukhdeep Kaur |

Research Committee, Drugs Prevention Committee, Department of Public Property Committee will be continuing same as previous sessions.

Principal
Mrs. S. S.

Anti-Ragging Committee

As per the notification in regard to prevention and prohibition of ragging in the **University and UGC act**, the committee has been constituted to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in unfair means or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension.

As per the **order of Supreme Court of India** and **subsequent Notification from University Grants Commission (UGC)**, ragging constitutes one or more of any intention by any student or group of students on:

- Any act of Indiscipline, Teasing or Handling with Rudeness.
- Any act that Prevents, Disrupts the Regular Academic Activity.
- Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
- Any Act of Financial Extortion or Forceful Expenditure.
- Any Act of Physical Abuse causing Assault, Harm or danger to Health.
- Any Act of abuse by spoken words, emails, SMS or public insult etc.
- Any Act of injury or infringement of the fundamental right to the human dignity.
- Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
- Any unlawful assembly or conspiracy to ragging.

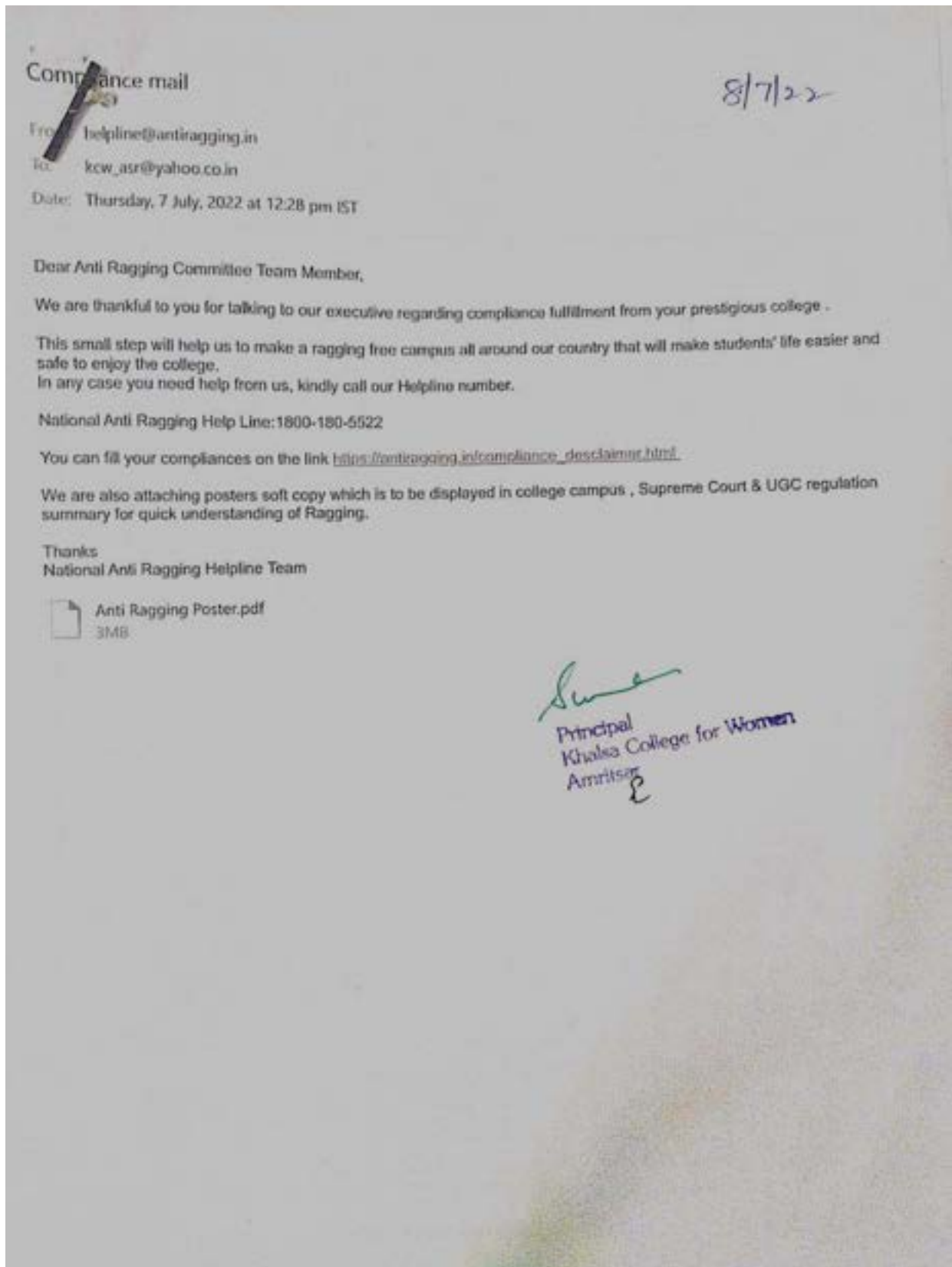
Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments:

- Debarring from appearing in any house test / University Examination
- Suspension from attending classes and academic privileges
- Withdrawing scholarships and other benefits
- Suspension from the college for a period of one month

Objectives of Anti Ragging Committee

- To aware the students of dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

Notifications of the Government regarding Anti -Ragging and Actions Taken by the College





KHALSA COLLEGE FOR WOMEN, AMRITSAR

ਖਾਲਸਾ ਕਾਲਜ ਫ਼ਾਰ ਵਿਮਨ, ਅੰਮ੍ਰਿਤਸਰ

Re-Accredited "A" Grade by NAAC

Affiliated with GNDU, Amritsar & Recognised by UGC under Section 2(F) & 12(B)

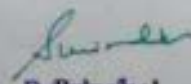
Ref No. : _____

Date: 12/9/22

Dr. (Mrs.) Surinder Kaur
Principal
(M) 98147-90220

Notice

All the students of the college are informed to note that **RAGGING** is strictly banned in the college. As per the order of the Honorable Supreme Courts of India, "**RAGGING IS THE CRIMINAL OFFENCE**". In case of any problem, students are advised to immediately contact the members of **Anti Ragging Committee** (Mrs. Sumit Chhabra & Dr. Kamalpreet Kaur Sandhu) of the College or email at kcw_asr@yahoo.co.in


Principal
Khalsa College for Women
Amritsar



+91-183-2258207
+91-183-5050431-32

kcw_asr@yahoo.co.in

www.kcw.ac.in



प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

2536
8-1-19
विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास विभाग, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुर शाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secyugr@nic.in

BY SPEED POST

December, 2018

D.O. No. F. 1-15/2009(ARC) pt-III

Dear Sir/Madam,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website i.e. www.ugc.ac.in.

It is once again brought to your kind notice that ragging is a criminal offence and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. These regulations are mandatory and all institutions are required to take necessary steps for its implementation in toto including the monitoring mechanism and any violence of these regulations will be viewed seriously. If any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, it will attract punitive action against itself by the UGC.

You are requested to step up anti-ragging mechanism by way of adequate publicity through various mediums; constitution of anti-ragging committee and anti ragging squad, setting up of Anti Ragging Cell, installing CCTV cameras at vital points, Anti-Ragging workshops, updating all websites with nodal officers complete details, alarm bells etc. Regular interaction and counselling with the students, identification of trouble-triggers and mention of Anti-ragging warning in the institution's prospectus and information booklets/brochures shall be ensured. Surprise inspection of hostels, students accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measure which would augur well in preventing/quelling ragging and any uncalled for behavior/incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in. For any other information regarding ragging, please visit the UGC website i.e. www.ugc.ac.in & www.antiragging.in and contact UGC monitoring agency i.e. Aman Satya Kachroo Trust on following No. 09871170303, 09818400116 (only in case of emergency).

You are requested to hold the workshops, seminar on eradication of ragging in higher educational institutions and are requested to display Anti Ragging posters at all prominent places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8X6 feet.

You are requested to get your institution accredited by NAAC/NBA and submit the compliance report and implement the special Drive on anti-Ragging prevention programme.

You are requested to immediately instruct all the colleges under your purview to submit online compliance of anti-ragging Regulations on curbing the menace of ragging in higher educational institutions, 2009 at www.antiragging.in

Anti Ragging Committee
Mrs Neelam K. Deol
Mrs Anu
Mrs Neelam K. Deol

Principal
Khalsa College for Women,
Amritsar

In compliance of the 2nd Amendment in UGC Regulations, you are requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.ugcregging.in & www.educationindia.org

UGC has notified the 3rd Amendment in UGC Regulations on 25th June, 2016 to expand the definition of ragging by including the following:-

- 1. 3 (f) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origin, linguistic identity, place of birth, place of residence or economic background.

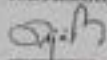
UGC also drives an Anti Ragging Media Campaign through different modes and UGC had got develop the following entities to promote anti ragging which are available on UGC website i.e. www.ugc.ac.in

- a. UGC has developed 05 TVCs of 30 seconds each with different perspectives i.e. Parents, Victim and Offenders.
- b. UGC has designed and distributed 04 types of posters amongst Universities/Regulatory Authorities/Councils/ITIs/JNTs/Other educational institutions for the prominent display of these posters.
- c. UGC had consecutively organized 02 Anti Ragging Competitions for students/faculty/general public for the wider awareness of the menace of ragging.

You are requested to adopt these steps and to implement the recommendations of the committee on "Psychosocial Study of Ragging in Selected Educational Institutions in India" (available on UGC website) and ensure a ragging free campus. This Circular may also be brought to the notice of colleges affiliated to your esteemed University.

With kind regards,

Yours sincerely,



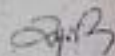
(Rajnish Jain)

The Vice-Chancellor of all Universities

Each As above

Copy to:

- 1. All Regulatory Bodies
- 2. UGC Regional Offices
- 3. Publication Officer, UGC, New Delhi (for uploading on UGC website)

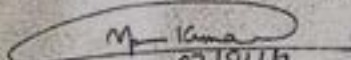

(Rajnish Jain)

Guru Nanak Dev University, Amritsar
College Branch

Encl No. 165-328 / Col

Date: 7-1-2019

Copy of the above is forwarded to all the Principals of affiliated Colleges and Constituent Colleges of this University for information and further necessary action please


Assistant Registrar (Colleges)
For Dean, College Dev. Council

Online Undertaking

707
20.8.19.

From: Anti-ragging Helpline (collegedesk.antiragging@gmail.com)
To: kcw_asr@yahoo.co.in
Date: Tuesday, 20 August, 2019, 10:38 am IST

Dear Sir/Mam,

As you know it is mandatory as per the Hon. Supreme Court & UGC/MHRD Regulations that all students fill in an Anti Raging Undertaking, each year. To make the process easy MHRD has developed an ONLINE Facility.

Undertaking can be filled ONLINE at: www.anti-ragginghelpline.org (OR) www.antiragging.in

Please ask all your students to fill their Undertaking on any of the two web sites. The procedure is very simple and explained on the web sites

Thank you.
With Regards,
Anti-ragging Helpline :1800-180-5522
collegedesk.antiragging@gmail.com

The information contained in this email message is privileged and confidential and is intended only for the use of the individual(s) or entity named above who have been specifically authorized to receive it. If the reader is not the intended recipient, you are hereby notified that any dissemination or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately for further instructions.

Authorities letter.pdf
124.3kB

Mam
Principal,
Khalsa College for Women,
Amritsar,

Mrs Manbir Kaur
Committee.

Manbir
29.8.19

ragging is strictly prohibited

2128
31/10/18

From: Aman Movement (ragging@amanmovement.info)
To: kcw_asr@yahoo.co.in
Date: Wednesday, 31 October, 2018, 6:07 AM IST

Dear DAVINDER SINGH,

1. We wish to announce that UGC & MHRD has recently launched a mobile application for Ragging. It is on App store. It is called 'Antiragging-MHRD'. For Apple it is called 'Antiragging'. Please download it & use it. In case of any difficulty please go to <http://www.amanmovement.org/registration/public/amanmovement/MobileApp.pdf>
2. We also wish to announce launch of our refreshed web site - [amanmovement.org](http://www.amanmovement.org). It has all the old features on Ragging & information on other projects of the Aman Movement.

With Regards,

Prof. Raj Kachoo
Founder Trustee - Aman Movement.
Monitoring - The National Ragging Prevention Program on behalf of UGC.

You are getting this information since you are a registered member of www.amanmovement.org.
[Click here to unsubscribe to these notifications.](#)

Ms Anker

DAV Singh

31/10/2018

APP. Installed on my phone



Principal,

Khalsa College for Women

Amritsar





Khalsa College for Women, Amritsar

ਖਾਲਸਾ ਕਾਲਜ ਫ਼ਾਰ ਵਿਮਨ, ਅੰਮ੍ਰਿਤਸਰ

Accredited 'A' by NAAC

Ph. : +91-183-5050431, 2258207- E-mail : kcw_asr@yahoo.co.in - Website : www.kcwawr.org

Ref No. : 2136-D

Date : 8/2/2019

Assistant Registrar (Colleges)
For Dean, College Dev, Council
Guru Nanak Dev University,
Amritsar.

Sir,

With reference to your office letter no. 165-328/Colleges dated 07.01.2019, it is stated that we have zero tolerance for ragging in our institute. As to be more vigilant we have full fledged mechanism, CCTV's installed in our institute Student Advisory Board & Anti-ragging Committee. Till today, the committee has not found any case of ragging. Yet we make it a point to caution the students about the menace of ragging during tutorial meets and Student Interaction programmes.

Thanks.

Yours Sincerely,

Principal
Principal
Khalsa College for Women
Amritsar



4874
4/8/17
April, 2017

No. F.100-28/2015(Gen.Policy/NRCB)

The Principal
Khalsa College for Women
AMRITSAR
DIST. Amritsar
Punjab
143002

28 APR 2017

Subject: Curbing the menace of ragging in Higher Educational Institutions.

Dear Sir/Madam,

Please find enclosed a letter from Secretary, UGC addressed to the Vice-Chancellors of all the Universities/Institutions/Regulatory Bodies regarding steps taken by the UGC to prevent ragging and to impress upon the educational institutions to take adequate steps to prevent ragging. A mention has also been made of 4 short films and a documentary film prepared by the UGC to counsel students on ill effects of ragging with a request to show these films regularly to the students during orientation and other programmes.

In view of above, you are requested to take immediate steps to implement the same.

Yours faithfully,

Jitendra
(Jitendra)
Education Officer

De charched
Ms Anita Hurb
Ms Semit Gurnit
De Namdate NoL
photo copy of letter from

Member of anti ragging committee

Sunita
Principal,
Khalsa College for Women,
Amritsar.

Activities Performed by Anti-Ragging Committee 2021-22



On 27-Sep -2021, Anti-Ragging Committee organized an interactive session of senior and junior students to aware about the Zero tolerance against Ragging.



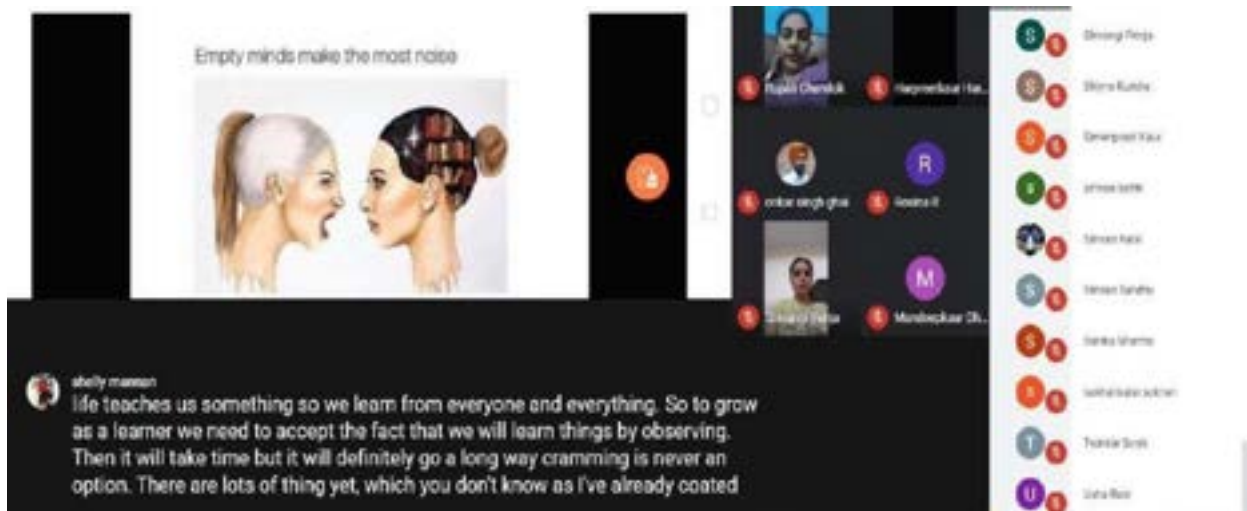
On 12-Oct-2021, An Essay writing competition was organized on the topic **“Ragging: A Social Evil”** by Anti-Ragging Committee.

Lecture on the topic “Ragging: A Public Health Problem” was given by Dr. Rakesh Mahajan.



2020-21

An online lecture was organized by Anti-Ragging Committee on 14-Nov-2020 on the topic “**How to Manage Stress**”. S Manjit Singh was key note speaker.



2019-20

Poster making competition was organized on to topic o “Anti-Ragging: A Menace” on 20-Sept-2019.



2018-19

Anti-Ragging Committee organised an orientation programme on 16-July-2018 at 12:20 pm. Principal Dr (Mrs.) Manpreet Kaur enlighten the students on various issues of ragging and its effects.



Promoting healthy practices in the campus, Anti-Ragging Committee organized a lecture on the teachings of Guru Nanak Dev Ji on 14-Nov-2018. Principal Dr.(Mrs.) Manpreet Kaur presided the lecture.



2017-18

Anti-Ragging Committee organised an orientation programme on “Say No to Ragging” for the class representatives of the college on 15-July-2017 in P.G Department of Computer Science. Mrs. Kirandeep Kaur was the resource-person.



On 07-Aug-2017 Anti-Ragging Committee made a pledge on anti-ragging. The pledge was taken by students during the assembly time i.e., @ 12 : 20 pm. The pledge was read by Sumit Chhabra.



On 14-Nov-2017 Anti-Ragging Committee organized a poster making competition promoting no ragging in campus. The event started at 12: 00 pm. Students from different streams participated in the event.



GRIEVANCE REDRESSAL CELL

The institution has a Grievance Redressal Mechanism in place to handle the student and staff complaints and concerns. The major aim is to provide a mechanism for redressal of students' grievances and ensure the transparency and responsiveness in admission, and prevention of unfair practices, etc in order to keep the institute's teaching environment peaceful and pleasant. The major goal is to develop positive student-student and student-teacher relationships, as well as to safeguard all stakeholders' respect, rights, and dignity.

Policy of Grievance Redressal Cell:

In accordance with the University Grants Commission (UGC) Grievance Redressal Regulations, 2012, the institution prescribes for a well defined system for redressal of grievances. The Grievance cell is empowered to look into the academic matters related to admission, examination and other matters related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

Mechanism for Grievance Redressal

Anyone with a genuine grievance may approach the department members in person, or in consultation with the teacher in-charge Grievance Redressal Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box of the Grievance Cell in front of the Administrative Block. Grievances may also be sent through e-mail to the teacher in-charge of Grievance Cell. The Internal Compliant cell has well-developed guidelines and norms for a policy to uphold zero tolerance towards sexual harassment. In order to comply with the regulations and to redress the grievance of the students, the college has constituted two committees:

- **Grievance Redressal Cell**
- **Internal Compliant Cell (Sexual Harassment)**

Objectives of the Grievance Redressal Cell

- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.

- Creating an environment in which students can freely express their grievances without fear of discrimination or victimization.
- Although the Anti Ragging Committees are in place, the student may if he/she so wishes bring to the notice any incident of ragging through these committee shall ensure speedy action and protection of the student.
- Assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints should be maintained confidential.
- Internal Complaint Cell organizes seminars on sexual harassment of women at workplace, spreads awareness about women empowerment child care and women health and girl child protection.
- The GRC may mediate between complainant and defendant against who the complaint has been made, if required.
- Grievances are resolved with immediate effect and satisfactory report is obtained from the aggrieved party.
- The cell will give report to the authority about the cases attended to and seek guidance from the higher authorities if required.

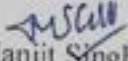
Minutes of meetings of Grievance Redressal Cell

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 28th Jan, 2022

Notice

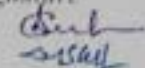

All the members of the student Grievance Redressal Committee are informed to attend a meeting in the Grievance Redressal Cell at 2:30 PM (sharp) on 29th Jan, 2022.


S. Manjit Singh
Coordinator
Grievance Redressal Committee

Khalsa College for Women, Amritsar

MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 29th Jan, 2022 IN
GRIEVANCE REDRESSAL CELL at 2:30 PM

Members Present:

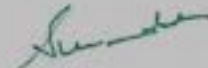
| S.No. | Member | Signature |
|-------|-------------------|---|
| 1. | Dr. Chanchal Bala |  |
| 2. | S. Manjit Singh |  |

Point of Discussion:

Discussion on the application received from Kiranjit Kaur (BA 5th Sem) for change in the timings of her last lecture so that she does not miss her van.

Action Taken Report:

Meeting of the grievance redressal on the application received from Kiranjit Kaur (BA 5th Sem) for change in the timings of her last lecture so that she does not miss her van. The issue of time table has been discussed with time table in-charge Manbir Ma'am and the last lab lecture of Kiranjit Kaur has been adjusted during recess so that she could get free early and did not miss her van.

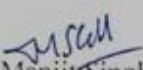

Principal
Khalsa College for Women,
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 23rd March, 2022

Notice

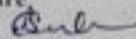

All the members of the student Grievance Redressal Committee are informed to attend a meeting in the College Staff Room at 2:00 PM (sharp) on 24th March, 2022.


S. Manjit Singh
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 24th March, 2022 IN COLLEGE STAFF ROOM at 2:00 PM

Members Present:


| S.No. | Member | Signature |
|-------|-------------------|---|
| 1. | Dr. Chanchal Bala |  |
| 2. | S. Manjit Singh |  |

Point of Discussion:

Discussion on the application received from Students of B.A 4th Sem regarding non-functional fans.

Action Taken Report:

Meeting of the grievance redressal on the application received from Students of B.A 4th Sem regarding non-functional fans. The problem is resolved by directing the electrician Harpreet Singh to rectify or install new fans in the classroom wherever required.

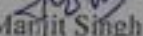

Principal
Khalsa College for Women
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 22nd Jan, 2021

Notice

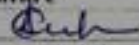

All the members of the student Grievance Redressal Committee are informed to attend a meeting in the College Library at 2:30 PM (sharp) on 23rd Jan, 2021.


S. Manjit Singh
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

- **MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 23rd Jan, 2021 IN COLLEGE LIBRARY at 2:30 PM**

Members Present:

| S.No. | Member | Signature |
|-------|-------------------|---|
| 1. | Dr. Chanchal Bala |  |
| 2. | S. Manjit Singh |  |

Point of Discussion:

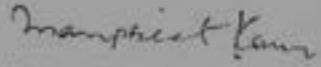
Discussion on the application received from

- Bharti (B.Sc NM 2ndSem) regarding lack of new edition books concerning the subject in the library;
- Sanjna (B.Sc CS 2nd Sem) for arranging the books concerning the syllabus.

Action Taken Report:

Meeting of the grievance redressal on the application received from Bharti (B.Sc NM 2ndSem) and Sanjna (B.Sc CS 2nd Sem).

- The E-Library and Library committee has been instructed to look into the matter and make arrangements for new edition books in the library.
- The class in-charge of B.Sc 2ndSem has been instructed to arrange the books for the student from the concerned teachers.


Principal
Khalsa College for Women
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 18th Aug, 2021

Notice

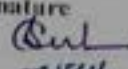
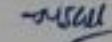
All the members of the student Grievance Redressal Committee are informed to attend a meeting in the Grievance Redressal Cell at 3:00 PM (sharp) on 20th Aug, 2021.

S. Manjit Singh
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

**MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 20th Aug, 2021 IN
GRIEVANCE REDRESSAL CELL at 3:00 PM**

Members Present:

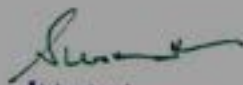
| S.No. | Member | Signature |
|-------|-------------------|--|
| 1. | Dr. Chanchal Bala |  |
| 2. | S. Manjit Singh |  |

Point of Discussion:

Discussion on the application received from Simranjit Kaur (M.Sc CS 1st Sem) regarding dispute with her classmate.

Action Taken Report:

- Meeting of the grievance redressal on the application received from Simranjit Kaur (M.Sc CS 1st Sem) regarding dispute with her classmate. Both the girls were counseled and were advised to maintain cordial relationship.



Principal
Khalsa College for Women
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 18th Dec, 2021

Notice

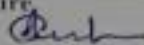
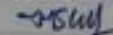
All the members of the student Grievance Redressal Committee are informed to attend a meeting in the Grievance Redressal Cell at 2:30 PM (sharp) on 20th Dec. 2021.


S. Manjit Singh
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 20th Dec, 2021 IN
GRIEVANCE REDRESSAL CELL at 2:30 PM

Members Present:

| S.No. | Member | Signature |
|-------|-------------------|---|
| 1. | Dr. Chanchal Bala |  |
| 2. | S. Manjit Singh |  |

Point of Discussion:

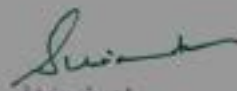
Discussion on the application received from:

- Students of B.Com 1st Sem requesting more dustbins in the college ground;
- Students of B.A 1st Sem requesting increasing the benches in their classroom.

Action Taken Report:

Meeting of the grievance redressal on the application received from Students of B.Com 1st Sem and Students of B.A 1st Sem.

- Application requesting more dustbins in the college ground has been forwarded to Campus Beautification and Landscaping Committee.
- Application for increasing the benches has been forwarded to Student Advisory Committee.



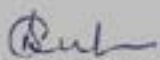
Principal
Khalsa College for Women
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 28th Feb, 2020

Notice

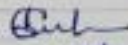

All the members of the student Grievance Redressal Committee are informed to attend a meeting in the Grievance Redressal Cell at 2:30 PM (sharp) on 29th Feb, 2020.


Dr. Chanchal Bala
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 29th Feb, 2020 IN
GRIEVANCE REDRESSAL CELL. at 2:30 PM

Members Present:

| S.No. | Member | Signature |
|-------|-------------------|--|
| 1. | Dr. Amarjit Kaur | |
| 2. | Dr. Chanchal Bala |  |
| 3. | S. Manjit Singh |  |

Point of Discussion:


Discussion on the application received from

- Gursimran Kaur (B.Com 3rdSem) arranging the books concerning the syllabus;
- Students of B.Sc Economics 6thSem regarding non-functioning of RO;
- Students of B.Com FS 4thSem Sujata regarding cleanliness at the basement parking stand.

Action Taken Report:

Meeting of the grievance redressal on the application received from Gursimran Kaur (B.Com 3rdSem), Students of B.Sc Economics 6thSem and Students of B.Com FS 4th Sem.

- Class in-charge of B.Com 3rdSem has been instructed to arrange the books for the student from the concerned teachers.
- Electrician Harpreet Singh has been instructed to resolve the problem of RO.
- Cleaner Mela Ram has been instructed to ensure regular cleaning of parking stand.



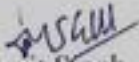
Principal
Khalsa College for Women,
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 19th Feb, 2019

Notice

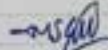
All the members of the student Grievance Redressal Committee are informed to attend a meeting in the College Staff Room at 2:30 PM (sharp) on 20th Feb, 2019.


S. Manjit Singh
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 20th Feb, 2019 IN
COLLEGE STAFF ROOM at 2:30 PM

Members Present:

| S.No. | Member | Signature |
|-------|------------------|---|
| 1. | Dr. Amarjit Kaur | |
| 2. | S. Manjit Singh |  |

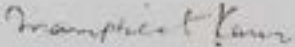
Point of Discussion:

Discussion on the application received from

- Gurjeet Kaur (B.Voc FSG 2ndSem) on systematic parking of vehicles in the parking stand;
- Harpreet Kaur (B.SC CS 2ndSem) on absence of lunch break in between lectures.

- Action Taken Report:

Meeting of the grievance redressal on the application received from Gurjeet Kaur (B.Voc FSG 2ndSem) and Harpreet Kaur (B.SC CS 2ndSem). The gatekeeper has been asked to ensure that students park their vehicles in a systematic manner so that no student faces any difficulty. The problem of time table has been discussed with the time table in-charge Manbir Ma'am and a provision of 15 minutes in between the lectures has been provided for lunch break.



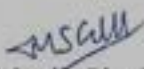
Principal
Khalsa College for Women
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 27th March, 2019

Notice

All the members of the student Grievance Redressal Committee are informed to attend a meeting in the College Staff Room at 2:30 PM (sharp) on 28th March, 2019.


S. Manjit Singh
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 28th March, 2019 IN
COLLEGE STAFF ROOM at 2:30 PM

Members Present:

| S.No. | Member | Signature |
|-------|------------------|-----------|
| 1. | Dr. Amarjit Kaur | |
| 2. | S. Manjit Singh | <i>MS</i> |

Point of Discussion:

Discussion on the application received from Navkiran Kaur (BA 5th Sem) on malfunctioning of water cooler in the college.

Action Taken Report:

Meeting of the grievance redressal on the application received from Navkiran Kaur (BA 5th Sem) on malfunctioning of water cooler in the college. Electrician Harpreet Singh is instructed to resolve the problem of water cooler.

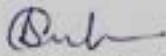
Manpreet Kaur
Principal
Khalsa College for Women,
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 27th July, 2019

Notice

All the members of the student Grievance Redressal Committee are informed to attend a meeting in the Grievance Redressal Cell at 3:00 PM (sharp) on 29th July, 2019.

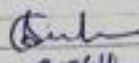
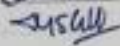


Dr. Chanchal Bala
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 29th July, 2019 IN
GRIEVANCE REDRESSAL CELL at 3:00 PM

Members Present:

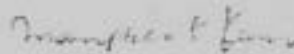
| S.No. | Member | Signature |
|-------|-------------------|---|
| 1. | Dr. Amarjit Kaur | |
| 2. | Dr. Chanchal Bala |  |
| 3. | S. Manjit Singh |  |

Point of Discussion:

Discussion on the application received from Sujata (BCA 1stSem) regarding permission for extra computer class.

Action Taken Report:

Meeting of the grievance redressal on the application received from Sujata (BCA 1stSem) regarding permission for extra computer class. In the meeting it was decided that a bridge course for the students from non-computer background will be started and the student has been asked to attend the same.



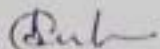
Principal
Khalsa College for Women,
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 24th Sep, 2019

Notice

All the members of the student Grievance Redressal Committee are informed to attend a meeting in the Grievance Redressal Cell at 2:00 PM (sharp) on 25th Sep, 2019.

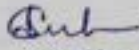



Dr. Chanchal Bala
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

**MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 25th Sep, 2019 IN
GRIEVANCE REDRESSAL CELL at 2:00 PM**

Members Present:

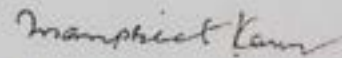
| S.No. | Member | Signature |
|-------|-------------------|---|
| 1. | Dr. Amarjit Kaur | |
| 2. | Dr. Chanchal Bala |  |
| 3. | S. Manjit Singh |  |

Point of Discussion:

Discussion on the application received from Jagroop Kaur (B.Sc Eco 1st Sem) for additional fan in her classroom.

Action Taken Report:

Meeting of the grievance redressal on the application received from Jagroop Kaur (B.Sc Eco 1st Sem) for additional fan in her classroom. After taking a look at the classroom, electrician Harpreet Singh has been instructed to install one more fan in the classroom of the concerned student.



Principal
Khalsa College for Women,
Amritsar

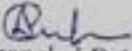
KHALSA COLLEGE FOR WOMEN, AMRITSAR

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 22nd Nov, 2019

Notice

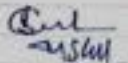
All the members of the student Grievance Redressal Committee are informed to attend a meeting in the Grievance Redressal Cell at 2:30 PM (sharp) on 23rd Nov, 2019.


Dr. Chanchal Bala
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

MEETING OF GRIEVANCES REDRESSAL CELL, HELD ON 23rd Nov, 2019 IN
GRIEVANCE REDRESSAL CELL, at 2:30 PM

Members Present:

| S.No. | Member | Signature |
|-------|-------------------|--|
| 1. | Dr. Amrajit Kaur | |
| 2. | Dr. Chanchal Bala | |
| 3. | S. Manjit Singh |  |

Point of Discussion:

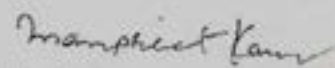
Discussion on the application received from

- Yakshita (BA 3rdSem) for change in the timings of her last lecture so that she does not miss her van;
- NavjeetKaur (B.Sc IT 5thSem) for seat rotation during the classes;
- GagandeepKaur (PGDCA 1stSem) for getting book issued from library.

Action Taken Report:

Meeting of the grievance redressal on the application received from Yakshita (BA 3rdSem), Navjeet Kaur (B.Sc IT 5thSem) and Gagandeep Kaur (PGDCA 1stSem).

- The issue of time table has been discussed with time table in-charge Manbir Ma'am and the last lab lecture of Yakshita has been adjusted during recess so that she could get free early and did not miss her van.
- Class in-charge of B.SC IT 5thSem has been instructed to ensure rotation of seats during the classes.
- The application of Gagandeep Kaur has been forwarded to the librarian so that the student gets the needed book.



Principal
Khalsa College for Women
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 7th Aug, 2018

Notice

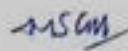
All the members of the student Grievance Redressal Committee are informed to attend a meeting in the College Staff Room at 2:30 PM (sharp) on 8th August, 2018.


S. Manjit Singh
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 8th Aug, 2018 IN COLLEGE STAFF ROOM at 2:30 PM

Members Present:

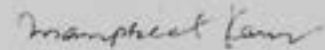
| S.No. | Member | Signature |
|-------|------------------|---|
| 1. | Dr. Amarjit Kaur |  |
| 2. | S. Manjit Singh | |

Point of Discussion:

Discussion on the application received from Muskaan (B. Com 4th Sem) regarding nonfunctioning of fan in her classroom.

Action Taken Report:

Meeting of the grievance redressal on the application received from Muskaan (B. Com 4th Sem) regarding nonfunctioning of fan in her classroom. Electrician Harpreet Singh is instructed to resolve the problem of fan.



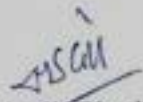
Principal
Khalsa College for Women,
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 23rd Aug, 2018

Notice

All the members of the student Grievance Redressal Committee are informed to attend a meeting in the College Library at 3:00 PM (sharp) on 24th August, 2018.


S. Manjit Singh
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 24th Aug, 2018 IN
COLLEGE LIBRARY at 3:00 PM

Members Present:

| S.No. | Member | Signature |
|-------|------------------|-----------|
| 1. | Dr. Amarjit Kaur | |
| 2. | S. Manjit Singh | <i>MS</i> |

Point of Discussion:

Discussion on the application received from

- Ramandeep Kaur (PGDCA 1stSem) regarding permission for extra classes;
- Samreen Kaur and Rajpreet Kaur (B.Sc FD 3rdSem) for issuance of bus pass.

Meeting of the grievance redressal on the application received from Ramandeep Kaur (PGDCA 1stSem), and Samreen Kaur and Rajpreet Kaur (B.Sc FD 3rdSem). For redressing the grievance of Ramandeep Kaur, class in-charge of PGDCA, Kiran Ma'am has been asked to take extra class for one week. Students needing bus pass have been asked to write an application to the Principal, get it recommended from her and submit the application to the metro station.

Manpreet Kaur

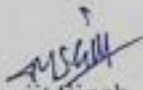
Principal
Khalsa College for Women,
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 6th Sep, 2018

Notice

All the members of the student Grievance Redressal Committee are informed to attend a meeting in the College Library at 3:00 PM (sharp) on 7th September, 2018.


S. Manjit Singh
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 7th Sep, 2018 IN COLLEGE LIBRARY at 3:00 PM

Members Present:

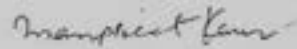
| S.No. | Member | Signature |
|-------|------------------|---|
| 1. | Dr. Amarjit Kaur |  |
| 2. | S. Manjit Singh | |

Point of Discussion:

Discussion on the application received from Gurneet Kaur (B.SC FD 1st Sem) on non-functioning of fan in her classroom.

Action Taken Report:

Meeting of the grievance redressal on the application received from Gurneet Kaur (B.SC FD - 1st Sem) on non-functioning of fan in her classroom. Electrician Harpreet Singh is instructed to resolve the problem of fan.



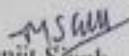
Principal
Khalsa College for Women
Amritsar

KHALSA COLLEGE FOR WOMEN, AMRITSAR

Date: 30th Oct, 2018

Notice

All the members of the student Grievance Redressal Committee are informed to attend a meeting in the College Staff Room at 2:30 PM (sharp) on 31st October, 2018.


S. Manjit Singh
Coordinator
Grievance Redressal Committee

KHALSA COLLEGE FOR WOMEN, AMRITSAR

MEETING OF GRIEVANCES REDRESSAL CELL HELD ON 31st Oct, 2018 IN COLLEGE STAFF ROOM at 2:30 PM

Members Present:

| S.No. | Member | Signature |
|-------|------------------|------------|
| 1. | Dr. Amarjit Kaur | |
| 2. | S. Manjit Singh | <i>msd</i> |

Point of Discussion:

Discussion on the application received from Ranjit Kaur (MA Punjabi 1st Sem) on non-functioning of tubelight in her classroom.

Action Taken Report:

Meeting of the grievance redressal on the application received from Ranjit Kaur (MA Punjabi 1st Sem) on non-functioning of tube light in her classroom. Electrician Harpreet Singh is instructed to resolve the problem of tube light.

Manpreet Kaur

Principal
Khalsa College for Women,
Amritsar

Grievances of the Students

श्रीता मै,
मुख्य अदशापिका जी,
खालसा कॉलेज फॉर वुमेन
अमृतसर।

विषय :- मैदान में कूड़ेदान की गिनती बढ़ाएँ।

श्री मात जी,

साविनय निवेदन यह है कि मैं
सिमरनजीत कौर B.COM Sem (I) आपके कॉलेज
की विद्यार्थी हूँ। हमारे कॉलेज का मैदान बहुत
बड़ा है। वहाँ बहुत से बच्चे खेलते हैं, खेलते
हैं आदि। वहाँ बहुत कूड़ेदान है। लेकिन बच्चों
की गिनती ज्यादा होने के कारण, कूड़ेदानों की
गिनती बढ़ादे। मैं आपकी बहुत आभारी रहूँगी
धन्यवाद।

सिमरनजीत कौर
B.COM Sem I

10/12/2021

The Principal
Khalsa College for Women,
Amritsar

18 August 2021

Respected Mam,

I want to say that I am a student of M.Sc (CS) 1st Sem. in your college. Teacher gave us ass., and I completed that, placed on the desk and went to canteen. My friend Simranjit came and copied the whole assignment and immediately went to the teacher without informing me. As teacher already told us that not a single ass. will be same. After that I went to teacher to deposit my ass. Then she started scolding us both just because our ass. were same. As that was not my fault. Please solve this problem. I shall be very thankful to you.

Yours obediently
Anchalpreet K.

M.Sc (CS) 1st Sem.

Sorry mam I will not repeat this mistake in future

MSK
Anchalpreet K.

Simranjit Kaur

To
The principal
Chatia College for Women
Amritsar

Subject :- Application for those students
who can't afford the Book.

Respected Madam,

I beg to say that I am
Sanjna from class B.S.C computer
science 1st and 2nd Sem. I want to say,
that, I can't afford the some
books because we have suffered
from financial problems. I request
and to my principal that
please to help me to get rid
of this problem. I'll have greatly
thank for you to it.

Your truly
Sanjna
22 January 2021

ਮੇਰਾ ਦਿਲ,
ਮੇਰਾ ਅਭਿਨਵਾਨੀਆ ਸੀ,
ਬਾਂਸਲਾ ਬਾਂਸਲ ਦੁਮਨ,
ਅਮਿਤਮਰ,

ਦਿਲ - ਨਵੇਂ ਅਭਿਨਵ ਦੀਆਂ ਵਿਭਾਵਾਂ
ਸੰਦੇਹੀ ਦਿਲ ਮਗਨ ਮਰਦੀ।

ਦੇਹੀ ਪੁੰ ਵਿ, ਮੇਂ ਆਖ
ਦੀ ਹੈ ਬਾਂਸਲ ਦੀ BSC, Non-Med (Sem 2)
ਦੀ ਦਿਲਨਾਰਕੁਣ ਗੇ। ਬਾਂਸਲ ਦੀ
ਸੰਦੇਹੀ ਦਿਲ ਮਗਨ ਦਿਲ ਦੀ ਵਿਭਾਵਾਂ
ਗੇ ਪੁੰ। ਚਰ ਉਹ ਨਵੇਂ ਅਭਿਨਵ ਦੀਆਂ
ਨਹੀ ਹਨ। ਰੁਝਾ ਵਰਕੇ ਸੰਦੇਹੀ ਦਿਲ
ਨਵੇਂ ਅਭਿਨਵ ਦੀਆਂ ਵਿਭਾਵਾਂ, ਮਗਨਾਰਕੁਣ
ਜਾਣ। ਤਾਂ ਜੋ ਆਮੀ ਨਵੇਂ ਅਭਿਨਵ ਦੇ
ਅਨੁਮਾਰ ਚਰ ਸਵਿਏ।

ਕੀਨਦਾਰ

ਆਮ ਜੀ ਦੀ ਅਭਿਨਵਾਰੀ,
ਨਾਮ - ਭਾਰਤੀ
ਮਿਤੀ - 22-1-2021
ਜਮਾਤ - BSC, Non-Med (Sem-2)

ਸੇਵਾ ਵਿਖੇ,

ਮੁੱਖ ਅਧਿਕਾਰੀ ਜੀ.

ਖਾਲਸਾ ਕਾਲਜ ਵੁਮਨ,

ਮਸ਼ਹੂਰ

ਵਿਸ਼ਾ: ਕਾਲਜ ਦੇ ਆਰੋਗ ਸ਼ਰਾਬ ਅਤੇ -ਆਉਟੀਆਂ ਮੁਸ਼ਕਲਾਂ

ਸ਼੍ਰੀਮਤ ਜੀ,

Samal. ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਅਸੀਂ B.Sc. Economics 6th ਦੇ ਹਾਂ। ਅਸੀਂ ਆਪ ਜੀ ਨੂੰ ਜਾਣੂ ਕਰਵਾਉਣਾ ਚਾਹੁੰਦੇ

ਜਾਂ ਕੀ ਕਾਲਜ ਦੇ ਆਰੋਗ ਸ਼ਰਾਬ ਸਨ। ਜਿਸ ਕਾਰਨ ਵਿਰਿਅਕਸ਼ਣ ਨੂੰ ਪਾਣੀ ਦੀ ਬਹੁਤ ਮੁਸ਼ਕਿਲ ਆਉਂਦੀ ਹੈ।

ਜਿਸ ਕਾਰਨ ਨਹੀਂ ਤਾਂ ਉਨ੍ਹਾਂ ਨੂੰ ਥੋੜ੍ਹਾ ਜਿਹਾ infection

ਹੋ ਜਾਵੇਗੀ ਟੁੱਟੀ ਵਾਲਾ ਪਾਣੀ ਪੀਣ ਨਾਲ। ਕਿਰਪਾ ਕਰਕੇ

ਇਸ ਨੂੰ ਜਲਦੀ - ਤੌਰ - ਜਲਦੀ ਠੀਕ ਕੀਤਾ ਜਾਵੇ। ਤਾਂ

ਕੀ ਵਿਰਿਅਕਸ਼ਣ ਨੂੰ ਮੁਸ਼ਕਿਲ ਨਾ ਆਵੇ।

ਪੰਨਵਾਰ।

ਮਸ਼ਹੂਰ ਆਪ ਜੀ ਦੇ ਆਗਿਆਕਾਰ

ਕਾਲਜ B.Sc Economics

Date :- Feb, 26-2020

ਮੇਠਾ ਵਿਸ਼ੇ,

ਇੰਗੀਅਲ ਮੈਂਡਰ

ਬਾਲਮਾ ਕਾਲਜ ਫੋਰ ਟੂਮੈਂਟ,

ਮੀਂਗੁਡਗਰ।

ਇਸ ਨੂੰ ਗਾਫੀ ਮੰਗਣ ਲਈ ਬਿਨੈ-ਪੱਤਰ।
 ਮੈਂ ਤੁਹਾਨੂੰ ਲੱਗਣਾ ਚਾਹੁੰਦੀ ਹਾਂ ਕਿ ਮੈਂ
 BCA 4th Sem ਵਿਚ ਤੁਹਾਡੇ ਕਾਲਜ ਚਲਦੀ ਹਾਂ।
 ਮੇਰੀ ਕੋਰਸਿੰਗ ਮੇਰੀ ਕਲਾਮਏ ਦੀ ਕੋਰਸਿੰਗ
 ਨਾਲ ਫੈਲ ਗਈ ਸੀ ਤੇ ਮੈਂ ਸੋਝੀ ਲਗਾਈ
 ਹੋ ਗਈ ਸੀ। ਮੈਂ ਇਸ ਕਾਲ ਲਈ
 ਮਾਫੀ ਮੰਗਦੀ ਹਾਂ ਤੇ ਮੈਂ ਮਾਫ਼ ਕਰ
 ਦਿੰਦਾ ਜਾਵੇ ਤੇ ਮੈਂ ਜੁਗਮਨ ਨਾ
 ਚਾਇਆ ਜਾਵੇ, ਮੈਂ ਅੱਗੇ ਤੇ ਇਹ
 ਗਲਤੀ ਨਹੀਂ ਕਰਾਂਗੀ।


ਮੈਂ ਤੁਹਾਡੀ ਚੰਨਣਦਾਰੀ ਚੰਗੀ,

ਅਖ ਦੀ ਆਗਿਆਕਾਰੀ

ਗਗਨਦੀਪ ਕੌਰ

BCA 4th Sem

13/Feb/2020

ਅਸਲੀ


To
The Principal,
Khalsa College for women,
Amritsar

Respected Madam,

I want to say that I am student of BCA (IV Sem) in your college. I am discussing the matter of Active stand Today my activa is damaging by my classmates. yesterday she is fight with me and today she is breaking my activa tube. she is misbehaving with me. she is insulting me. even I am innocent innocent but she is again fighting with me. so kindly grant me justice for my activa. she is paying penalty for my activa. Immediately please take a action. I am very thankful to you.

Thanking you

your obediently
Manpreet

(Class BCA (IV - Sem))
13/ Feb / 2020

MSGill
Duh

To

The Principal
Khalsa College for women,
Amritsar

Respected Madam

I want to say that I am student
of B.Sc (F.D) II-Sem in your college. My first
lecture at 9:00 clock and everyday I am
getting late because I am coming from
Village side so I request you kindly shift my
lecture 9:00 am to 9:40 am so I am coming
regular at 9:40 am. I am very thankful
to you.

Thanking you.

Yours obediently

Kirandeep Kaur

B.Sc (F.D) II - Sem.

12/Feb/2020

Forwarded to Mambr Mam (Time Table
Incharge)

Mambr
Mam

To
The H.O.D
Khalsa College for Women
Amritsar.

Subject :-

Respected Sir,

I want to state that I am a student of PGDCA I'd Sem. I want to borrow a book of DBMS from College library. Kindly help me to get it issued. I shall be very thankful to you.

Gagandeep Kaur
PGDCA Ist Sem
21/11/2019

Allowed

JSGW

Reet

Forwarded to Librarian

To
The Principal
Khasa College For Women,
Amritsar.

Respected mam,

I want to say that I am student of BSc IT 5th Sem. I want to complain about two students of my class Kamaljeet and Komaldeep. They always sit on the first bench in every lecture. It's not fair for other students. Me and other classmates want that there should be rotation in the class. Every student should get a chance to sit on first desk. Please ~~sort~~ solve my ~~sol~~ problem. I am very thankful to you.

Date: 11/1/19
Yours Obediently,
Naveet Kaur,
BSc IT 5th Sem.
Rollno: 223902
(Kaur)

Concerned teacher
is instructed for
seating rotation
MSKull
(Kaur)

The Principal,
Khalsa College for women,
Amritsar.

Respected Mam,

I am a student of BA IIIrd Sem in your college. My name is Yakshita. I come from Lopok. The college timing is from 9:40 to 2:40. But my van timing is 2:00 pm. By this I can't reach home at correct time. So, I am request to change the timings of my last lecture so that I am able to attend my class and reached home at time.

I shall be very grateful to you.

Yours Obediently,

Yakshita

BA IIIrd Sem

Contact : 8968785487

Yakshita

As per discussion with Market Man (Time Table
incharge)
her lab lecture is adjusted during
Reces. and she will be free at 2:15 pm

Band
MSG

18/11/19

To
The Head of Department
Khalsa College for Women
Amritsar

Subject: → Permission Request to Join Extra classes.

Respect Sir

I have to state that I am a student of BCA - 1st sem in this college. I am writing this letter to draw to your attention toward my issue. I have passed my 12th class from Medical Stream. But now I am a student of Computer Application. In this course we have math subject in 1st sem. Because of medical stream I don't know anything about math. Kindly guide me and grant me permission to join extra classes of math. I am very thankful to you.

Yours Sincerely
Sujata Baniwal

We are going to arrange a bridge course for students from other streams. You are instructed to attend these courses.

MSGull
29/7/19
[Signature]

ਮੈਂ ਇਸੇ

ਪ੍ਰਿੰਸੀਪਲ ਆਓਏ,
ਬਾਲਮ ਬਾਲਕ ਫਾਰ ਇਮਲ,
ਅੰਮ੍ਰਿਤਸਰ।

ਵਿਸ਼ਾ :

ਯੀਵ ਫਾਈ ਯੀ ਮ ਅੰਮ੍ਰਿਤਸਰ
ਮੰਚੀ।

ਸ਼੍ਰੀ ਮਤੀ ਸੀ,

ਮੈਂ ਤੁਹਾਡੇ ਕਾਰਜ ਵਿੱਚ ਕਮਰ
ਉਪਰ 5Sem ਦੀ ਵਿੱਚ ਆਰਥਿਕ ਤੋਂ। ਮੈਂ
ਆਪ ਨੂੰ ਚੰਗਾ ਮਾਰੀ ਤੋਂ ਵਿ
ਕਾਰਜ ਦੇ ਯੀਵ ਫਾਈ ਯੀ ਫੈਰੀ
ਯਤਨ ਤੋਂ ਕਾਰਜ ਤੋਂ ਅਤੇ ਯੀਵ ਯੀ
ਠੀਕ ਕਰੀ ਤੋਂ। ਵਿਰਥਾ ਕਰਕੇ ਮਾਰੀ
ਯੀ ਮੁਕਾਬਲ ਫਾ ਤੋਂ ਕੀਤਾ ਕਾਰਜ।
ਆਪ ਸੀ ਯੀ ਯੀਵ ਫਾਈ ਤੋਂ ਫੈਰੀ।

ਆਪ ਦੀ ਅੰਮ੍ਰਿਤਸਰੀ,

ਕਮ - ਕਰਕਿਰਕ

ਕਮ - ਉਪ 5Sem

ਮਿਤੀ - 27.3.19

70

The Principal
Khalsa College for Women
Amritsar

Respected Madam

I want to say that I
am a student of BSC (Computer Sci).
In our time table our lectures are
continue going on. Please give us
lunch break during lunch time.
I please grant us break for lunch
time. We will be very grateful
to you if you give us break for
the lunch.

Yours obediently
Smile

Harpreet Kaur

Class:- BSC (Computer Sci)

The problem is discussed with -time table
Incharge Member man. There
will be 15 minutes break for lunch

~~Dark~~
MSGW
19/02/19

ਮੇਰਾ ਵਿਖੇ,

ਬਿੰਗੀਯਲ ਸਾਹਿਬ,
ਬਾਦਸ਼ਾਹ ਗਲਜ਼ ਦੇ ਵਿਸ਼ਨ,
(ਮੀਮੂਤਮਰ)

ਵਿਸ਼ਾ: ਮਰਦਾ ਮੈਂਡ ਦੀ ਬੇਰਗੀ ਲਈ ਪੱਕਾ
ਸ਼ੀਮਤੀ ਜੀ,

(ESG) Sem II ਮੈਂ ਤੁਹਾਡੇ ਗਲਜ਼ ਵਿੱਚ B.VOC
ਸਮਾਤ ਦੀ ਵਿਦਿਆਰਥੀ ਹਾਂ
ਮੈਂ ਕਾਧ ਨੂੰ ਇਹ ਲਿਖਾ ਚਾਹੁੰਦੀ ਹਾਂ
ਕਿ ਮਰਦਾ ਮੈਂਡ ਤੇ ਵਾਹੁ ਚੜ੍ਹਤ
ਜਿਕਾਦਾ ਤੇ ਸਾਂਝੇ ਹਨ ਜਿਸ ਕਰਕੇ ਛੋਟੀ
ਮਰਦ ਵਾਹੁ ਚਾਹੁ ਕੇਵਲ ਵਿੱਚ ਮੁਸਕਿਲ
ਕਮਾਉਂਦੀ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਮਾਡੀ ਇਸ
ਮੁਸਕਿਲ ਨੂੰ ਹੱਲ ਕੀਤਾ ਜਾਵੇ। ਮੈਂ
ਕਾਧ ਦੀ ਬਹੁਤ ਧੰਨਵਾਦੀ ਹੋਵਾਂਗੀ।
ਕਾਧ ਦੀ ਕਾਮਿਯਾਬੀ,
ਨਾਮ - ਗੁਰਜੀਤ ਕੌਰ

ਕਲਾਮ - B.VOC (ESG) Sem II
ਮਿਤੀ - 5-2-19

To,
The Principal,
Khalia college for women
Amritsar.

Subject :- Regarding permission for bus Pass.

Respected Sir,

We have to state that me and my friend are students of BSc Ist (3rd Semester) in this college. We are writing this letter to divert your attention towards our request to grant permission for allowance of bus Pass. We have to say that ~~daily~~ we have to pay bus fair 100/- Rs per day. So we request to kindly grant permission for allowance of Bus Pass we will be very thankful to you.

Yours Sincerely
Samson Kaur
Lajpat Kaur.

write an application to the principal for bus pass and submit that application metro station

MSGM

Paul

To
The H.O.D
Khalsa College for Women
Amritsar

Subject: Permission of extra classes.

Respected Sir,

I wish to state that, I am a student of PGDCA 1st Sem. I did my graduation in B.Com (Hons) from this College. I have changed my stream from Commerce to Computer science after completing my graduation. As it is a completely different stream, I am having some issues in understanding the concepts. So, kindly assign a teacher for my extra classes of Computer.

I will be greatfull for this

Ramandeep Kaur
PGDCA 1st Sem

PGDCA class Incharge (Kiran Mam)
is instructed for an extra class
for one week.

Pulh

VIJGUH

15/08/18

To Principal
Khalsa College for women
Amritsar.

Respected mam,

My name is Muskan. I am a student of B.Com 1 year of your college. I am writing this letter to inform you ~~that~~ for a Bad furniture. In my class where I sit on the bench the fan is not working properly. In summer it is very difficult to sit there. Kindly please change our classroom or fix this problem.

Thank you
Muskan
B.Com 1 year.

Electrician Harpreet Smt is instructed to resolve the problem of fan.

MSGW

28/8/18

(Signature)

The Principal
Khalsa college for women
Amritsar.

Date - 15 Feb 2018

I am a student of BCA IV sem in your college. My name is Rajdeep Kaur. I want to tell you that my classmate Reet is very rude in her nature. She everytime talk with irritate in her nature. behaviour with me in front of all classmates. She dominate me and wants to control on me. I feel uncomfortable when she talks to like me this.

I want that please take action against this. I will be very thankful to you for this.

Yours obediently
Rajdeep Kaur
BCA IV sem

I feel sorry. I will not use
rude behaviour in my class
with rajdeep.

Reet
16/2/18

Reet

To
The Principal
Khalsa College for Women
Amritsar.

I beg to say that I
am a student of BSC (IT) 2nd
year. I ~~am~~ have four friends
(groups). Indee, Komal, Sumreet,
Savreet. Savreet is very
nonserious. She is always
using abuses words. She
is always using mobile phone
during the lecture time.
She is very talking in
lecture. Due to this
we are not concentrate
in our study. I want that
please you take action
~~for~~ against. I will be very
thankful to you.

Thankful to you
Komal, Indee, Sumreet.
B.S.C (IT) 4 Sem.

ਮੈਂ ਕੌਮਲ ਤੇ ਇੰਦੀ ਦੇ ਨਾਲ
ਸਵਰੀਤ ਨੂੰ ਵੀ ਸ਼ਾਮਲ
ਕਰਨੀ ਚਾਹੁੰਦੀ ਹਾਂ।
ਕੌਮਲ, ਇੰਦੀ, ਸੁਮਰੀਤ
ਨਾਲ ਮੇਰੇ ਫਰੈਂਡਜ਼ ਹਨ।
ਸਵਰੀਤ ਬਹੁਤ ਘੱਟ
ਸੀਰੀਅਸ ਹੈ। ਉਹ ਹਮੇਸ਼ਾ
ਬੁਰੇ ਭਾਸ਼ਣਾਂ ਕਰਦੀ ਹੈ।
ਉਹ ਪੜ੍ਹਾਈ ਦੌਰਾਨ
ਮੋਬਾਈਲ ਫੋਨ ਦੀ ਵਰਤੋਂ
ਕਰਦੀ ਹੈ।
ਇਸ ਕਾਰਨ ਅਸੀਂ
ਪੜ੍ਹਾਈ ਵਿੱਚ ਘੱਟ
ਗਿਆਨੀ ਹੋ ਰਹੇ ਹਾਂ।
ਇਸ ਲਈ ਤੁਸੀਂ
ਇਸ ਵਿਰੁੱਧ ਕਾਰਵਾਈ
ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ।
ਮੈਂ ਤੁਹਾਨੂੰ ਬਹੁਤ
ਸ਼ੁਕਰੀਆਂ ਕਰਦੀ ਹਾਂ।
ਕੌਮਲ, ਇੰਦੀ, ਸੁਮਰੀਤ