

# Surjit Kaur

Assistant Professor in Office Management & Secretarial Practice

**Guru Nanak Khalsa College for Women,  
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Ludhiana**

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## Work Experience

- Working as an **Assistant Professor** in the UG Department of Office Management & Secretarial Practice at Guru Nanak Khalsa College for Women since September 1, 1999

## Education Qualifications

- MSc. (Information Technology) – Global Open University, Nagaland (2016)
- PGDCA – PTU, Jalandhar(2010).
- B.Ed – MD University, Rohtak. (1995)
- B.A – Punjabi University, Patiala. (1989)

## Professional Qualification

- One Year English Stenography Course – ITI, New Delhi. (1984)

## ACADEMIC ACHIEVEMENTS

2022-23

- Attended One week Faculty Development programme on Ab Healthy Living Ki Zimmedari Hamari at GNKCW from 5th– 12th January 2022

- Attended 7 days online FDP on ‘Basics of Research’ (First) from 10th to 16th January,2022,organised by the Indian Teacher Education Community in collaboration with Sadbhavana College of Education for Women, Raikot, Ludhiana, Punjab
- Attended An International Webinar The Societal Expectations from Science & Technology on 11th Feb. 2022 at Gujranwala Guru Nanak Khalsa College, Civil Lines, Ludhiana
- Attended National Webinar on Wealth Creation Through Personal FinancialManagement on 8th April 2022, at University of Engineering and Technology Roorkee, Roorkee, Uttarakhand.
- Attended workshop on Happitude at work held on 16<sup>th</sup> August 2022 organized by Department of career Guidance, Lovely Professional University, Punjab.
- Attended An International Webinar “ The Big Bang Theory: The Origin of Galaxies and Stars” organized by Department of Physics, Gujranwala Guru Nanak College, Civil Lines, Ludhiana on 6th September 2022.
- Attended One Week IPR Awareness for Maximum Reach! (IP MAXIMA 2.0) held during 21st November to 26th November 2022.
- Attended the International Webinar on “Fundamental Physics for Advanced Research” organized by Department of Physics,Gujranwala Guru Nanak Khalsa College, Civil Lines, Ludhiana on 25th November 2022.
- Attended workshop on Discovering One’s Potential as Teacher held on 31<sup>st</sup> January 2023 organized by Department of career Guidance, Lovely Professional University, Punjab.

2021-2022

- Attended in one week FDP on 'Spark your basic computing skills' held at GNKCW from 6th-12th September, 2021
- Attended National Level webinar on “Relevance of Intellectual Property Right” on 7<sup>th</sup> Sept. 2021 at S.Government College of Science Education & Research, Jagraon
- Attended Webinar on “Intellectual Property Rights-law, Concept and Plagiarism Organized by Pt. Mohan Lal S.D. College for Women, Gurdaspur on 28th Sept. 2021.
- Attended National Webinar on “Waste Management: Scientific Perspective” on 30<sup>th</sup> Sept. 2021 at Gujranwala Guru Nanak Khalsa College, Civil Lines, Ludhiana
- Attended National Webinar on “Latest Development using Learning Techniques” On 1st Oct. 2021 at Swami Swatantranand Memorial College, Dinanagar, Gurdaspur
- Attended workshop on “Introduction of Waste Management” on 6th Oct. 2021 at Guru Nanak Khalsa College for Women, Ludhiana
- Attended National Webinar on Intellectual Property Rights: Patent and Design Process on 28th Oct, 2021 organized by the Research & Development Centre, St. Aloysius College (Autonomous), Jabalpur (M.P) India