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# SHANTI DEVI ARYA MAHILA COLLEGE

Dinanagar (Distt. Gurdaspur)-143531

Affiliated to GNDU, Amritsar | A Multi-Faculty Post-Graduate Women College

Re-Accredited by NAAC with 'A' Grade

College with Potential for Excellence Status by UGC, Green Champion Award by MGNCRE (Govt. of India)



To

The Managing Director,

Kamal Training and Welfare Society,

Pathankot.

Subject – Regarding visit to Kamal training and welfare society,  
Pathankot.

Respected sir/madam,

We are writing regarding a proposed visit to your institute for participating in a training session on 02/09/2021 at 11:00 AM. Diploma students in cosmetology will go on this visit as part of their curriculum. One faculty member will accompany the students. We assure you that all the necessary precautions will be taken during the visit. So, we kindly request your approval for the same.

Thanking you,

Accompanying Teacher:

Ms. Sonia

(HOD Cosmetology Department)

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The Managing Director,

Kamal Training and Welfare Society,

Pathankot.

Subject – Regarding visit to Kamal training and welfare society,  
Pathankot.

Respected sir/madam,

We are writing regarding a proposed visit to your institute for participating in a training session on 16/08/2022 at 10:30 AM. Diploma students in cosmetology will go on this visit as part of their curriculum. One faculty member will accompany the students. We assure you that all the necessary precautions will be taken during the visit. So, we kindly request your approval for the same.

Thanking you,

Accompanying Teacher:

Ms. Sonia

(HOD Cosmetology Department)

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The Managing Director,

Orane Institute,

Gurdaspur.

Subject – Regarding visit to Orane institute, Gurdaspur.

Respected sir/madam,

We are writing regarding a proposed visit to your institute on 02/09/2023 at 11:00 AM. Diploma students in cosmetology will go on this visit as part of their curriculum. One faculty member will accompany the students. We assure you that all the necessary precautions will be taken during the visit. So, we kindly request your approval for the same.

Thanking you,

Accompanying Teacher:

Ms. Sonia

(HOD Cosmetology Department)

Principal

Principal *Keena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The Managing Director,  
Australian Bakery & Cafe,  
Gurdaspur.

Subject – Regarding visit to Australian Bakery & Cafe, Gurdaspur.

Respected sir/madam,

We are writing regarding a proposed visit to your institute on 05/10/2021 at 11:00 AM. Students of B.A 5<sup>th</sup> Sem will go on this visit as part of their curriculum. One faculty member will accompany the students. We assure you that all the necessary precautions will be taken during the visit. So, we kindly request your approval for the same.

Thanking you,

Accompanying Teacher:

Ms. Sangeeta Malhotra

(HOD Home Science Department)

Principal

Principal *Keena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The Managing Director,  
Australian Bakery & Cafe,  
Gurdaspur.

Subject – Regarding visit to Australian Bakery & Cafe, Gurdaspur.

Respected sir/madam,

We are writing regarding a proposed visit to your institute on 29/04/2022 at 11:00 AM. Students of B.A 2<sup>nd</sup> Sem will go on this visit as part of their curriculum. One faculty member will accompany the students. We assure you that all the necessary precautions will be taken during the visit. So, we kindly request your approval for the same.

Thanking you,

Accompanying Teacher:

Ms. Sangeeta Malhotra

(HOD Home Science Department)

Principal

Principal *Keena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The Managing Director,  
Australian Bakery & Cafe,  
Gurdaspur.

Subject – Regarding visit to Australian Bakery & Cafe, Gurdaspur.

Respected sir/madam,

We are writing regarding a proposed visit to your institute on 26/10/2022 at 12:00 AM. Students of Home Science department will go on this visit as part of their curriculum. One faculty member will accompany the students. We assure you that all the necessary precautions will be taken during the visit. So, we kindly request your approval for the same.

Thanking you,

Accompanying Teacher:

Ms. Sangeeta Malhotra

(HOD Home Science Department)

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The Managing Director,  
Australian Bakery & Cafe,  
Gurdaspur.

Subject – Regarding visit to Australian Bakery & Cafe, Gurdaspur.

Respected sir/madam,

We are writing regarding a proposed visit to your institute on 29/05/2023 at 12:00 AM. Students of Home Science department will go on this visit as part of their curriculum. One faculty member will accompany the students. We assure you that all the necessary precautions will be taken during the visit. So, we kindly request your approval for the same.

Thanking you,

Accompanying Teacher:

Ms. Sangeeta Malhotra

(HOD Home Science Department)

Principal

Principal *Keena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The Managing Director,

Hotel Golden Palm,

Gurdaspur.

Subject – Regarding visit to Hotel Golden Palm, Gurdaspur.

Respected sir/madam,

We are writing regarding a proposed visit to your institute on 23/09/2021 at 12:00 PM. Students of B.A 1<sup>st</sup> Sem will go on this visit as part of their curriculum. One faculty member will accompany the students. We assure you that all the necessary precautions will be taken during the visit. So, we kindly request your approval for the same.

Thanking you,

Accompanying Teacher:

Ms. Sangeeta Malhotra

(HOD Home Science Department)

Principal

Principal *Keena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)





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To

The Managing Director,

Hotel Golden Palm,

Gurdaspur.

Subject – Regarding visit to Hotel Golden Palm, Gurdaspur.

Respected sir/madam,

We are writing regarding a proposed visit to your institute on 04/04/2022 at 11:00 AM. Students of B.A 2<sup>nd</sup> Sem will go on this visit as part of their curriculum. One faculty member will accompany the students. We assure you that all the necessary precautions will be taken during the visit. So, we kindly request your approval for the same.

Thanking you,

Accompanying Teacher:

Ms. Sangeeta Malhotra

(HOD Home Science Department)

Principal

Principal *Keena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The Managing Director,

Hotel Golden Palm,

Gurdaspur.

Subject – Regarding visit to Hotel Golden Palm, Gurdaspur.

Respected sir/madam,

We are writing regarding a proposed visit to your institute on 12/08/2022 at 12:00. Students of B.A 1<sup>st</sup> Sem will go on this visit as part of their curriculum. One faculty member will accompany the students. We assure you that all the necessary precautions will be taken during the visit. So, we kindly request your approval for the same.

Thanking you,

Accompanying Teacher:

Ms. Sangeeta Malhotra

(HOD Home Science Department)

Principal

Principal *Keena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The Managing Director,

Hotel Golden Palm,

Gurdaspur.

Subject – Regarding visit to Hotel Golden Palm, Gurdaspur.

Respected sir/madam,

We are writing regarding a proposed visit to your institute on 24/04/2023 at 11:00 AM. Students of B.A 6<sup>th</sup> Sem will go on this visit as part of their curriculum. One faculty member will accompany the students. We assure you that all the necessary precautions will be taken during the visit. So, we kindly request your approval for the same.

Thanking you,

Accompanying Teacher:

Ms. Sangeeta Malhotra

(HOD Home Science Department)

Principal

Principal *Keena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The Managing Director,

Hotel Golden Palm,

Gurdaspur.

Subject – Regarding visit to Hotel Golden Palm, Gurdaspur.

Respected sir/madam,

We are writing regarding a proposed visit to your institute on 24/05/2023 at 11:00 AM. Students of B.A 2<sup>nd</sup> Sem will go on this visit as part of their curriculum. One faculty member will accompany the students. We assure you that all the necessary precautions will be taken during the visit. So, we kindly request your approval for the same.

Thanking you,

Accompanying Teacher:

Ms. Sangeeta Malhotra

(HOD Home Science Department)

Principal

Principal *Keena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The Proprietor,

Ohri Nursery,

Dinanagar.

**Subject** – Regarding field visit to Ohri Nursery, Dinanagar.

Respected sir,

We are writing regarding a proposed field visit to Ohri Nursery located in Dinanagar on 20/09/2018. Students of B.Sc. med and biotechnology will go on this field visit as part of their curriculum. Two faculty members, one from each department will accompany the students. We assure you that all the necessary precautions will be taken to ensure the safety and well-being of the students during the visit.

Thanking you,

Accompanying Teacher:

Dr. Sushma Gupta

Mrs. Mamta Kashyap

Principal

  
Principal  
Shanti Devi Arya Mahila College  
Dinanagar (Gurdaspur)



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To

The Proprietor,

Ohri Nursery,

Dinanagar.

**Subject** – Regarding exploration tour to Ohri Nursery, Dinanagar.

Respected sir,

We are writing regarding a proposed Exploration tour to Ohri Nursery with our students on 28/01/2019. The purpose of this visit is to facilitate the selection and purchase of plants for beautifying our college premises. Students of B.Sc. Med 3<sup>rd</sup> year will participate under supervision of two faculty members from Science Department. We assure you that all the necessary precautions will be taken to ensure the safety and well-being of the students during the visit.

Thanking you,

Accompanying Teacher:

Dr. Sushma Gupta

Mr. Mohit Aggarwal

Principal

  
Principal  
Shanti Devi Arya Mahila College  
Dinanagar (Gurdaspur)



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To

The Proprietor,

Ohri Nursery,

Dinanagar.

Subject – Regarding field visit to Ohri Nursery, Dinanagar.

Respected sir,

We are writing regarding a proposed field visit to Ohri Nursery for On-site learning Activity on 13/03/2021. Students of B.Sc. med and BT 2<sup>nd</sup> year will go along with two faculty members as part of their curriculum. Our aim is to provide the students with practical knowledge and hands on experience in plant activities. We assure you that we will adhere to all safety protocols and guidelines during our visit.

Thanking you,

Accompanying Teacher:

Dr. Sushma Gupta

Mr. Mohit Aggarwal

Principal

  
Principal  
Shanti Devi Arya Mahila College  
Dinanagar (Gurdaspur)



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To

The Proprietor,

Ohri Nursery,

Dinanagar.

Subject – Regarding field visit to Ohri Nursery, Dinanagar.

Respected sir,

I am writing regarding a proposed field visit to Ohri Nursery on 25/04/2022. Students of B.Sc. med 3<sup>rd</sup> year will go to this field visit as a part of their curriculum. Concerned teacher will accompany the students. We assure you that all the necessary precautions will be taken to ensure the safety and well-being of the students during the visit.

Thanking you,

Accompanying Teacher:

Dr. Sushma Gupta

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)





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To

Mrs Sonika Gupta

Shanti Devi Arya Mahila College,

Dinanagar

Subject: Invitation to Deliver a Guest Lecture.

Respected Madam,

I am writing to invite you to deliver a guest lecture for our students. We are highly impressed by your expertise and contributions in the field of Fine Arts and believe your insights would be invaluable to our future educators. We believe your participation would be a significant learning experience for our students. We would be honoured to have you as a guest speaker. Please let us know your availability and any honorarium expectations you may have.

Thank you for your time and consideration. We look forward to hearing from you soon.

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The principal,

Shanti Devi Arya Mahila College,

Dinanagar

Subject: Internship Opportunity for B.Ed. Students at Shanti Devi Arya Mahila College

Respected Madam,

I am writing to inform you that our B.Ed. program curriculum incorporates a mandatory internship component designed to bridge the gap between theoretical knowledge and real-world classroom application. Given the excellent reputation of Shanti Devi Arya Mahila College and its commitment to providing quality education, we believe it would be an ideal institution for our students.

I believe that collaboration between our colleges in this regard would not only benefit our students but also strengthen the academic ties between our institutions.

Thank you for considering this proposal. I look forward to your positive response.

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The principal,

Swami Sarvanand College of Education,

Dinanagar

Subject: Invitation to Career Counselling Session

Respected Madam,

I am writing on behalf of Shanti Devi Arya Mahila College, Dinanagar to inform you that our college is going to organize a career counselling session for UG/PG final year students. We want to invite Ms Rubinder Kaur of your college on 09/02/23 at 10:00AM for the same. We believe your participation would be a significant learning experience for our students. We would be honoured to have your experienced faculty member at our college campus. Please let us know your availability and any honorarium expectations you may have.

We look forward to hearing from you soon.

Thank you,

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To  
The Principal  
Swami Sarvanand College of Education  
Dinanagar.

**Subject:** program faculty exchange.

Respected Sir,

I hope this letter finds you in good health and high spirits. I am writing to formally propose an exchange of faculty members between Shanti Devi Arya Mahila College and Swami Sarvanand College of Education, pursuant to the Memorandum of Understanding (MoU) signed between our institutions.

We propose the following faculty members for exchange:

1. from Swami Sarvanand College of Education:

(i) Name: Mrs Rubinder Kaur

Department: education

Proposed Duration: 01/07/2023 to 30/11/2023

(ii) Name: Mrs Anuradha

Department: education

Proposed Duration: 01/07/2023 to 30/11/2023

2. from Shanti Devi Arya Mahila College:

(i) Name: Mrs Sonika Gupta

Department: Fine Arts

Proposed Duration: 01/07/2023 to 30/11/2023

(ii) Name: Ms Nisha

Department: Education

Proposed Duration: 01/07/2023 to 30/11/2023

The responsibilities and expectations during the exchange period will align with the academic and administrative guidelines of both institutions. Each faculty member will be expected to contribute actively to the host institution's academic programs, participate in faculty meetings, and engage in collaborative research activities as mutually agreed upon.

Please let us know at your earliest convenience if you find the proposed exchange agreeable.

Thank you

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)

Principal



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To

Ms Dilpreet Kaur,

Shanti Devi Arya Mahila College,

Dinanagar

Subject: Invitation for workshop on communication skills.

Respected Madam,

We feel immense pleasure to inform you that our college is going to organise a workshop on communication skills on 05/04/2024 at 11:00am. This workshop is designed to celebrate the power of communication and its impact on education

As you are a learned and seasoned academician, we feel highly privileged to invite you as an eminent guest on the said workshop. We are looking forward for a positive response from your side. Kindly accept our invitation and oblige.

We look forward to your participation!

Thank you,

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

Mrs Akshi Ohri (HOD Commerce Department)

Swami Sarvanand Institute of Management and Technology,

Dinanagar

**Subject:** Celebration of Consumer Rights Day

Respected Madam,

We feel immense pleasure to inform you that our college is going to organise a seminar on Consumer Rights on 15/03/2023 at 11:00am.

As you are a learned and seasoned academician, we feel highly privileged to invite you as an eminent guest on the said topic. We are looking forward for a positive response from your side. Kindly accept our invitation and oblige.

Thank you

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The Principal,

Shanti Devi Arya Mahila College,

Dinanagar

Subject: Invitation for a Workshop on Digitalization and E-Learning.

Respected sir/madam,

I am writing to invite students and faculty members of Shanti Devi Arya Mahila College to attend a workshop on Digitalization and E-Learning being held at SSIMT on 21/09/2023 at 11:00AM. This workshop aims to provide a comprehensive understanding of the latest trends and practices in digitalization and e-learning.

We believe that this workshop will be a valuable learning experience for both the students and the faculty members. It will provide them with the knowledge and skills necessary to thrive in today's digital learning environment.

We look forward to your participation in this exciting event.

Thank you,

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

Dr. Bharat Bhushan,

Bharat Bhushan Hospital,

Dinanagar.

Subject – regarding permission to visit Bharat Bhushan Hospital, Dinanagar.

Respected sir,

I am writing to ask your permission for one day visit to your prestigious institute (Bharat Bhushan Hospital) on 08/04/21 as per the demand of BSc med final year curriculum. This visit aims at studying various diagnostic imaging techniques including ECG, X-rays, and ultra sound. This will inculcate theoretical knowledge with real-world applications, enhancing students' understanding of experimental techniques. We assure you that all the necessary precautions will be taken to ensure the safety and well-being of the students during the activity. So, we kindly request your approval for the same.

Thank you for your time and consideration

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)





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To

Dr. Bharat Bhushan,

Bharat Bhushan Hospital,

Dinanagar.

Subject – Application for permission to visit Bharat Bhushan Hospital.

Respected Sir,

I am writing to ask your permission for two-day visit to your prestigious institute (Bharat Bhushan Hospital) on 15/09/21-16/09/21 as per the demand of B.Sc. med final year curriculum. This visit aims at studying various blood collection techniques. This will inculcate theoretical knowledge with real-world applications, enhancing students' understanding of experimental techniques. We assure you that all the necessary precautions will be taken to ensure the safety and well-being of the students during the activity. So, we kindly request your approval for the same.

Thank you for your time and consideration.

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

Dr. Bharat Bhushan,

Bharat Bhushan Hospital,

Dinanagar.

Subject – Invitation to attend Blood Donation Camp.

Respected Sir,

We all are aware that the blood donation is a greatest donation and a noble step in the service of humanity as well as to the society. So, our college is going to organise a Blood Donation camp on 20/04/22 at 10:00 AM in college campus. Your presence will make the programme a great success.

We are looking forward for a positive response from your side. Kindly accept our invitation and oblige.

Thank you for your time and consideration.

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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# SHANTI DEVI ARYA MAHILA COLLEGE

Dinanagar (Distt. Gurdaspur)-143531

Affiliated to GNDU, Amritsar | A Multi-Faculty Post-Graduate Women College

Re-Accredited by NAAC with 'A' Grade

College with Potential for Excellence Status by UGC, Green Champion Award by MGNCRE (Govt. of India)



To

Dr. Bharat Bhushan,

Bharat Bhushan Hospital,

Dinanagar.

Subject – Invitation to attend a seminar on Tuberculosis.

Respected Sir,

We feel immense pleasure to inform you that Science Department of our college is going to organise a seminar on Tuberculosis on 18/10/22 at 11:00 AM.

As you are a well-known and experienced doctor, we feel highly privileged to invite you as an eminent guest on the said topic. We are looking forward for a positive response from your side. Kindly accept our invitation and oblige.

Thank you for your time and consideration.

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

Dr. Bharat Bhushan,

Bharat Bhushan Hospital,

Dinanagar.

Subject – Application for permission to visit Bharat Bhushan Hospital, Dinanagar.

Respected Sir,

I am writing to ask your permission for a one-day visit to your prestigious institute (Bharat Bhushan Hospital) on 26/04/23 as per the demand of BSc med final year curriculum. This visit aims at studying various sterilization techniques. This will inculcate theoretical knowledge with real-world applications, enhancing students' understanding of experimental techniques. We assure you that all the necessary precautions will be taken to ensure the safety and well-being of the students during the activity. So, we kindly request your approval for the same.

Thank you for your time and consideration.

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

Ms Mandeep kaur (English department)

Swami Sarvanand Institute of Engineering and Technology,

Dinanagar.

Subject – Invitation for a Workshop on Soft Skill Development.

Respected madam,

We feel immense pleasure to inform you that our college is going to organise a seminar on Soft Skill Development for the students of Computer Science Department on 25/10/22 at 11:00AM.

As you are a well-known and experienced academician, we feel highly privileged to invite you as an eminent guest on the said topic. We are looking forward for a positive response from your side. Kindly accept our invitation and oblige.

Thank you for your time and consideration.

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

Ms Harjinder Kaur,

(HOD) Computer Science Department,

Swami Sarvanand Institute of Engineering and Technology,

Dinanagar

**Subject:** Invitation to deliver a lecture on Internet of Things (IOT).

Respected Madam,

We feel immense pleasure to inform you that our college is going to organise a Guest Lecture on Internet of Things (IoT) on 03/08/2023 at 11:00AM.

As you are a learned and seasoned academician, we feel highly privileged to invite you as an eminent guest on the said topic. We are looking forward for a positive response from your side. Kindly accept our invitation and oblige.

Thank you for your time and consideration.

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

Mr. Sandeep Sharma,

A & M Institute of Management and Technology,

Pathankot.

Subject – Invitation to attend a Seminar on E-Filing.

Respected sir,

We feel immense pleasure to inform you that our college is going to organise a seminar on E-Filing for commerce students on 25/08/2022 at 11:00 AM.

As you are a well-known and experienced academician, we feel highly privileged to invite you as an eminent guest on the said topic. We are looking forward for a positive response from your side. Kindly accept our invitation and oblige.

Thank you for your time and consideration.

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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To

The principal,

Shanti Devi Arya Mahila College,

Dinanagar

Subject: Invitation for a Workshop on Artificial Intelligence.

Respected Madam,

I am writing to invite students and faculty members of Shanti Devi Arya Mahila College to a workshop on Artificial Intelligence being held at A & M Institute of Management and Technology on 25/07/2023 at 11:00 AM.

We believe that this workshop will be a valuable learning experience for both the students and the faculty members. It will provide them with the knowledge and skills necessary to thrive in today's digital learning environment.

We look forward to your participation in this exciting event.

Thank you,

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)





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To

Ms Hembala,

A & M Institute of Management and Technology,

Pathankot.

Subject – Invitation to attend a Seminar on Productive use of laboratories.

Respected madam/sir,

We feel immense pleasure to inform you that our college is going to organise a seminar on Productive use of laboratories for science students on 05/03/2024 at 11:00 AM.

As you are a well-known and experienced academician, we feel highly privileged to invite you as an eminent guest on the said topic. We are looking forward for a positive response from your side. Kindly accept our invitation and oblige.

Thank you for your time and consideration.

Principal

Principal *Reena Talwar*  
Shanti Devi Arya Mahila College  
Dinanagar (GSP.)



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