

**INFORMATION MANUALS**  
**OF**  
**S.M.J.N. (P.G.) COLLEGE, HARIDWAR**  
*(Under Right to Information Act, 2005)*

*The Information Manuals (divided into 17 manuals) will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the*

***S.M.J.N. (P.G.) COLLEGE, HARIDWAR***

*Affiliated to*

***HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY,  
SRINAGAR-GARHWAL (UTTARAKHAND)***

***(As updated on September 11, 2017)***

# MANUAL 1 — PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

**Aims and Objectives:** The aim of the College is to provide access to quality higher education to men and women.

**Vision:** To fulfil the changing needs of education at national and international levels.

**Mission:** 1. To fulfill the need of young people for higher education beyond the school level;

2. To introduce new courses that bear greater relevance to the changing trends in the society;

3. To achieve greater financial self-reliance;

4. To make the college a pioneer institution of learning in Uttarakhand.

## **Brief History**

Shri Shrivannath Math Jawaharlal Nehru College, popularly known as S.M.J.N. (P.G.) COLLEGE, was founded in 1960 by late Shri 108 Mahant Mahadevanathji of Shri Shrivannath Math, and passed on to its parent body Panchayati Akhara Shri Niranjani to be managed through its Shiksha Arogya Samiti.

The college was initially affiliated to the Agra University, Agra. In 1967, the affiliation was transferred to the Meerut University, Meerut (presently, CCS University, Meerut). With the formation of Uttaranchal (presently Uttarakhand) State, the college was finally affiliated in November 2000 to the HNB Garhwal University, Srinagar-Garhwal.

## **Duties to be Performed to Achieve the Mission**

Teaching, research, and conduct of co-curricular and extra-curricular activities.

## **Details of Services Rendered**

These are briefly enumerated below:

- (a) Teaching of courses at the PG and UG level.
- (b) Conduct of university examinations.
- (c) Conduct of seminars, meetings, lectures, cultural events etc.
- (d) Provision of sports facilities.
- (e) First Aid services within the Campus.
- (f) Facilities to conduct research in the subjects: English, Economics, Hindi, Sociology, Political Science, Commerce.
- (g) Help in placement for services.

### **Public Interaction**

This is encouraged and formally conducted during the Annual Day and other functions. Citizens are also free to meet the Principal/other college authorities by prior appointment. The support, suggestions and cooperation of the citizens is always welcome.

### **Postal Address**

The postal address of the college is:

**S. M. J. N. (P.G.) COLLEGE, GOVINDPURI COLONY, HARIDWAR-249401  
(UTTARAKHAND), INDIA**

### **Map of Location**

The location map can be found through the college website  
[www.smjn.org](http://www.smjn.org)>home>The College>location

### **Grievance Redressal**

Cells for Grievance Redressal (staff), Grievance Redressal (students) and Women are active in the college.

## MANUAL 2 — POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Functionary	Powers	Duties
1. Principal	<p>The Principal shall have all powers necessary for the purpose, including power in an emergency to suspend members of the staff, including teachers or staff pending report to any decision by the Management. All instructions by the Management to the members of the staff shall be issued through the Principal and no member of the staff shall have a direct approach to any member of the Management except through the Principal. The Principal shall have all necessary powers of control and discipline in regard to the clerical and administrative staff including the power to withhold increments. All appointments in the Principal's office shall be made with his concurrence.</p>	<p>The Principal shall perform all such duties as appertain to the Principal of an affiliated college and shall be responsible for due discharge of such duties. The Principal shall be solely responsible for the internal management and discipline of the college, including such matters as the selection of Text Books in consultation with the senior-most teacher of the Department concerned, the management of the college, timetable, the allocation of duties to all the members of college staff, proctors, Games Superintendent, etc., the grant of leave to the staff, the appointment, promotion, control and removal of the inferior staff such as peons, daftaris, gardeners, technicians, etc., the granting of freeship and half freeship to students within the number sanctioned by the Management, his control of the college, the admissions, discipline and punishment of students and the organization of games and other activities. He shall administer all students' funds, with the help of Committees appointed by him and in accordance with the directions received by him from time to time from the University, and subject to audit and scrutiny of accounts by qualified accountant.</p>
2. Associate Professors/ Assistant Professors	<p><i>In Charge of respective departments and portfolios</i> The senior-most teacher in each department of teaching in the college shall be the Head of the Department.</p>	<p>In addition to teaching and other duties as per norms laid by the state government, such duties as may be entrusted to him by the Principal in connection with the internal administration or activities of the College, The rights and obligations shall be governed by the Statutes of the HNB Garhwal University and the norms laid down by the Directorate of Higher Education, Uttarakhand, for the time being in force.</p>
3. Office Superintendent	<p>In charge of Office Administration and Accounts Department</p>	<p>Supervise the maintenance of various college financial, property accounts, and their audit. Responsible for assigning work and proper functioning of the staff in accounts department and their discipline, day to day running of the Admin Office, discipline and functioning of non-teaching and class IV staff, maintenance of administrative records and any other duties assigned by the Principal.</p>
4. Librarian	<p>In charge of Library</p>	<p>To maintain the library of the college and to organize its service in the manner most conducive to the study by the teachers, students and researchers</p>

## **CODE OF CONDUCT FOR TEACHERS**

*(As per HNB Garhwal University Statutes)*

WHEREAS, a teacher, conscious of his responsibilities and the trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfil the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word, and deed;

Now, therefore, in keeping with the dignity of his calling, this code of conduct is hereby laid down to be truly and faithfully observed;

1. Every teacher shall perform his academic duties with absolute integrity and devotion.
2. No teacher shall show any partiality or bias in the assessment of the students nor shall he practice victimization against them.
3. No teacher shall incite one student against another or against his colleagues or the Alma Mater.
4. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies amongst his colleagues, subordinates and students, and shall not try to use the above considerations for the improvement of his own prospects.
5. No teacher shall refuse to carry out the decisions of the appropriate bodies and functionaries of the University or the college, as the case may be.
6. No teacher shall divulge any confidential information relating to the affairs of the University or college, as the case may be, to any person not authorized in respect thereof.
7. No teacher shall do any other employment, part-time tuition and coaching classes.
8. Every teacher shall be available to the students for essential help and guidance after class teaching without any remuneration.
9. A teacher may go on leave with prior permission only, if possible, in view of completing the academic course.
10. A teacher will develop his academic achievements by persistent study, research and training.
11. Every teacher will cooperate in academic duties like admission, help and counseling of students, conduct of examination, invigilation, evaluation of

answer books and curricular and extra-curricular activities of the University or the college, as the case may be.

12. Every teacher shall inculcate respect among students for scientific approach and physical labour in accordance with ideals of democracy, patriotism and peace.

For further information, visit the website [www.ugc.ac.in](http://www.ugc.ac.in) and [www.hnbggu.ac.in](http://www.hnbggu.ac.in)

**Portfolio- (for 2017-18):**

1	<b>DISCIPLINE –</b> <i>Dr. Saraswati Pathak (Chief Proctor), Dr. T. S. Tomar (Dy. Chief Proctor), Shri Vinay Thapliyal (Dy. Chief Proctor), Dr. Sushma Nayal (Dy. Chief Proctor)</i>
2	<b>STUDENT WELFARE / CULTURAL COUNCIL / ALUMNI –</b> <i>Dr. S. K. Maheshwari (Dean), Dr. Saraswati Pathak (Additional Dean)</i>
3	<b>GAMES &amp; SPORTS –</b> <i>Dr. T. S. Tomar (Incharge), Dr. Nalini Jain, Shri Vinay Thapliyal</i>
4	<b>COLLEGE MAGAZINE –</b> <i>Dr. Nalini Jain (Chief Editor), Dr. Saraswati Pathak (Editor-Sanskrit Section)</i>
5	<b>COLLEGE CELL FOR EVALUATION BY NAAC &amp; IQAC –</b> <i>Dr. S. K. Kulshreshtha (Co-ordinator)</i>
6	<b>COLLEGE WEBSITE &amp; INFORMATION –</b> <i>Dr. N. K. Garg (Incharge)</i>
7	<b>MERIT LISTS (ALL COURSES) –</b> <i>Dr. N. K. Garg (Incharge)</i>
8	<b>ADMISSION-</b> <i>Dr. S. K. Batra (Chief Controller)</i>
9	<b>TIME TABLE &amp; SECTION DISTRIBUTION –</b> <i>Dr. N. K. Garg (Incharge)</i>
10	<b>FINANCE COMMITTEE –</b> <i>Dr. M. M. Gupta (Incharge) Dr. S. K. Maheshwari, Dr. Saraswati Pathak</i>
11	<b>FIRST AID, HEALTH &amp; SANITATION –</b> <i>Dr. Saraswati Pathak, Dr. S. K. Maheshwari</i>
12	<b>UNIVERSITY EXAMINATION –</b> <i>Dr. M. M. Gupta (Chief Controller), Dr. J.C. Arya</i>
13	<b>CAREER CORNER &amp; PLACEMENT CELL –</b> <i>Shri Vinay Thapliyal (Incharge)</i>
14	<b>UGC GRANT &amp; COLLEGE OFFICE AFFAIRS –</b> <i>Dr. T. S. Tomar (Incharge), Shri Vinay Thapliyal</i>
15	<b>RAGGING CONTROL BOARD –</b> <i>Dr. M. M. Gupta, Dr. Saraswati Pathak</i>
16	<b>GRIEVANCE REDRESSAL CELL (STUDENTS) –</b> <i>Dr. S. K. Maheshwari (Dean), Dr. Saraswati Pathak, Dr. T. S. Tomar</i>
17	<b>WOMEN CELL –</b> <i>Dr. Saraswati Pathak (Chairperson)</i>
18	<b>LIBRARY-</b> <i>Dr. Sushma Nayal (Incharge)</i>
19	<b>SCHOLARSHIP &amp; CONCESSION –</b> <i>Dr. J. C. Arya (Incharge)</i>
20	<b>COLLEGE DEVELOPMENT &amp; MAINTENANCE</b> <i>Dr. J. C. Arya (Incharge), Dr. Dr. Nalini Jain, Shri Vinay Thapliyal</i>
21	<b>NATIONAL SERVICE SCHEME –</b> <i>Dr. Sushma Nayal (Programme Officer)</i>
22	<b>PARENTS-TEACHERS ASSOCIATION –</b> <i>Dr. S. K. Kulshreshtha, Dr. Nalini Jain</i>
23	<b>FIRE EXTINGUISHING &amp; SAFETY MEASURES –</b> <i>Dr. T. S. Tomar, Dr. Sushma Nayal, Shri M. C. Pandey (Office Superintendent)</i>

**MANUAL 3 — THE RULES, REGULATIONS,  
INSTRUCTIONS, MANUALS AND RECORDS, HELD  
BY IT OR UNDER ITS CONTROL OR USED BY ITS  
EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

**Rules and Regulations**

**Rules and regulations for Management, Principal, teachers, non-teaching staff and students of the college are specified in State University Act, 1973 (subject to modification from time to time as applicable for HNB Garhwal University) and Statutes of the HNB Garhwal University, Srinagar-Garhwal (U.K.) –**

1. HNB Garhwal University Calendar
2. Rules and Regulations for Admission published by the University
3. Decisions of the College Management Committee
4. Statutes of the HNB Garhwal University, Srinagar {Garhwal) for Management, Principal, Teachers and non-teaching staff
5. Guidelines issued from the Directorate of Higher Education (Uttarakhand)
6. Guidelines issued from the University Grants Commission
7. Guidelines issued from the NAAC
8. Procurements Rules of the Government of Uttarakhand State

## **Records**

The following records are maintained for smooth functioning of the college.

1. Stock registers
2. Cash books
3. Service books
4. Service files
5. GPF ledgers
6. Salary bill registers
7. Staff attendance registers
8. Circular files
9. Correspondence files
10. Letter Dispatch register
11. Letter Receipt register
12. Library book accession registers
13. Library Issue registers
14. Syllabus handbooks.
15. Admission registers
16. Fee registers
17. Scholarship register
18. Result registers
19. Students attendance registers
20. College Staff Telephone Directory
21. Daily Collection Register



**MANUAL 4 — THE PARTICULARS OF ANY  
ARRANGEMENT THAT EXISTS FOR CONSULTATION  
WITH, OR REPRESENTATION BY, THE MEMBERS  
OF THE PUBLIC IN RELATION TO THE  
FORMULATION OF ITS POLICY OR  
IMPLEMENTATION THEREOF**

Prominent members of the public are included in the Governing Body and the Internal Quality Assurance Cell. At present, two prominent member of the public are included in the college governing body that is as follows:

1. Shri Prem Prakash Bhalla, Ex-District Governor of Rotary Club and Educationist
2. Shri R. K. Sharma, Assistant District Governor of Rotary Club

Any person from the public may meet the College functionaries by prior appointment during normal working hours — Monday to Saturday.

Distinguished persons from the public, parents and relatives are invited to attend the College Annual function.

Alumni may interact with Principal, teachers and other staff members during normal working hours — Monday to Saturday.

**MANUAL 5 — A STATEMENT OF THE CATEGORIES  
OF DOCUMENTS THAT ARE HELD BY IT OR UNDER  
ITS CONTROL**

<b>Sl No</b>	<b>Category</b>	<b>Document</b>	<b>Procedure for Obtaining</b>
1.	Admissions Information	College Prospectus	On payment from Administrative Office
2.	Admissions Information	HNB Garhwal University Admission Brochure	May be obtained from HNB Garhwal University
3.	Staff Information	College Telephone Directory	Available to Faculty
4.	Functioning of the College	Annual Magazine 'Abhivyakti'	College magazine is distributed to the students annually.

**MANUAL 6 — A STATEMENT OF THE BOARDS,  
COUNCILS, COMMITTEES AND OTHER BODIES  
CONSISTING OF TWO OR MORE PERSONS  
CONSTITUTED AS ITS PART OR FOR THE PURPOSE  
OF ITS ADVISE, AND AS TO WHETHER MEETINGS  
OF THOSE BOARDS, COUNCILS, COMMITTEES AND  
OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE  
MINUTES OF SUCH MEETINGS ARE ACCESSIBLE  
FOR PUBLIC**

S. No.	Name of Board/ Council/ Committee	President/ Chairman	Address	Frequency of Meeting
1.	Management Committee*	Mahant Lakhan Giri	President, <i>Management Committee</i> , S.M.J.N.(P.G.) College, Govindpuri, Hardwar- 249401	Three times a year and as required
2.	Staff Council**	Dr. Sunil Kumar Batra	Principal, S.M.J.N.(P.G.) College, Govindpuri, Hardwar- 249401	Once a term and as required
3.	Internal Quality Assurance Cell	Dr. Sunil Kumar Batra	Principal, S.M.J.N.(P.G.) College, Govindpuri, Hardwar- 249401	Once a term and as required

**For the academic year 2017-18**

**\*MANAGEMENT COMMITTEE:**

*President: Mahant Shri Lakhan Giri, President, Shri Sharvan Nath Math, Moti Bazar, Haridwar*

*Ex-Officio Member: Mahant Shri Ramanand Puri, Secretary, Panchayati Akhara Shri Niranjani*

*Secretary: Mahant Shri Ravindra Puri, Panchayati Akhara Shri Niranjani*

*Member: Mahant Shri Narendra Puri, Panchayati Akhara Shri Niranjani*

*Member: Mahant Shri Dharamraj Bharti, Panchayati Akhara Shri Niranjani*

*Member: Mahant Shri Prem Giri, Panchayati Akhara Shri Niranjani*

*Member: Mahant Shri Dongar Giri, Panchayati Akhara Shri Niranjani*

*Member: Mahant Shri Mamleshwar Puri, Panchayati Akhara Shri Niranjani*

*Member: Mahant Shri Dinesh Giri, Panchayati Akhara Shri Niranjani*

*Member: Shri Prem Prakash Bhalla, Bhalla Niwas, Bhalla Road, Haridwar*

*Member: Shri R. K. Sharma, Upper Road, Haridwar*

*Ex-officio Member: Dr. Sunil Kumar Batra, Acting Principal*

*Member-Representative (Teaching staff): Dr. Nalini Jain*

*Member-Representative (Teaching staff): Shri Vinay Thapliyal*

*Member-Representative (Teaching staff): Dr. Sushma Nayal*

**\*\*REGULAR STAFF:**

1. Dr. Sunil Kumar Batra, Acting Principal

**\*\*TEACHING FACULTY (Regular):**

**Faculty of Arts:**

**Department of Economics:**

**Regular Staff:**

1. Dr. Naresh Kumar Garg, Associate Professor & Head
2. Vacant

**Department of English:**

**Regular Staff:**

1. Dr. Smt. Nalini Jain, Associate Professor & Head
2. Vacant

**Department of Hindi:**

**Regular Staff:**

1. Vacant
2. Vacant

**Department of History:**

**Regular Staff:**

1. Dr. Sanjay Kumar Maheshwari, Assistant Professor & Head

***Department of Political Science:***

**Regular Staff:**

1. Shri Vinay Thapliyal, Assistant Professor & Head
2. Vacant

***Department of Sanskrit:***

**Regular Staff:**

1. Dr. Smt. Saraswati Pathak, Associate Professor & Head

***Department of Sociology:***

**Regular Staff:**

1. Dr. Jagdish Chandra Arya, Associate Professor & Head
2. Dr. Sushma Nayal, Assistant Professor

***Faculty of Commerce:***

**Regular Staff:**

1. Dr. Sunil Kumar Batra, Associate Professor & Head, Acting Principal
2. Dr. Sunit Kumar Kulshreshtha, Associate Professor
3. Dr. Man Mohan Gupta, Associate Professor
4. Dr. Tejvir Singh Tomar, Associate Professor

***OFFICE STAFF:***

**Regular Staff:**

1. Shri Mohan Chandra Pandey, *Office Superintendent*
2. Shri Ved Prakash Chauhan, *Stenographer*
3. Smt. Hemwanti, *Clerk*
4. Shri Sanjeet Kumar, *Clerk*
5. Shri Jhinguri, *Gardener*
6. Shri Sushil Kumar Sharma, *Peon*
7. Shri Ghan Shyam Singh, *Peon*

***LIBRARY STAFF:***

**Regular Staff:**

1. Shri Ashwani Kumar Agrawal, *Library Clerk & Librarian Incharge*
2. Shri Raj Kumar, *Clerk*
3. Shri Ashok Kumar, *Clerk*
4. Shri Kailash Chandra Joshi, *Peon*
5. Shri Kunwar Pal, *Peon*
6. Shri Omi chand, *Peon*

**MANUAL 7 — THE NAMES, DESIGNATIONS AND  
OTHER PARTICULARS OF THE PUBLIC  
INFORMATION OFFICERS**

<b>Names with designation</b>	<b>Duty Assigned as</b>	<b>Address</b>	<b>Phone/Mobile</b>
<b>Mahant Shri Lakhan Giri</b> , <i>President of the College</i>	<b>Appellate Officer</b>	S.M.J.N.(PG) College, Govindpuri, Hardwar-249401	
<b>Dr Sunil Kumar Batra</b> , <i>Acting Principal</i>	<b>Public Information Officer</b>	S.M.J.N.(PG) College, Govindpuri, Hardwar-249401	01334-226032
<b>Dr Naresh Kumar Garg</b> , <i>Associate Professor &amp; Head in Economics</i>	<b>Asstt. Public Information Officer</b>	S.M.J.N.(PG) College, Govindpuri, Hardwar-249401	9458949358
<b>Note:</b> The Public Information Officer/ Asstt. Public Information Officer will be available for consultation by the public on all working days (Monday to Saturday) between 2.00 p.m. and 3.00 p.m. only, with prior appointment.			

***Under new arrangement for implementation of Right to Information Act, 2005, HNB Garhwal University (A central university) has appointed all Principals of affiliated colleges as Central Public Information Officers.***

(University notification no. Suchna ka Adhikar Prakoshth/2009/1243 dated

**30-10-2010** and [www.hnbgu.ac.in](http://www.hnbgu.ac.in) may be referred for further details of new arrangement).

**MANUAL 8 — THE PROCEDURE FOLLOWED IN  
DECISION MAKING PROCESS, INCLUDING  
CHANNELS OF SUPERVISION AND  
ACCOUNTABILITY**

1. The Staff Council headed by the Principal is the decision making body for routine functioning of the College.
2. The Management Committee is the highest authority for decision making for this College.
3. The College is bound by the rules and regulations issued by the Directorate of Higher Education, HNB Garhwal University. The University Grants Commission (UGC) also lays down regulations to be followed by Colleges affiliated to HNB Garhwal University.

## MANUAL 9 — A DIRECTORY OF ITS OFFICERS AND EMPLOYEES (REGULAR)

S.N	NAME WITH DATE OF BIRTH	DESIGNATION WITH DATE OF APPOINTMENT IN THE COLLEGE	POSTAL ADDRESS WITH e-mail, IF ANY	MOBILE	PHONE
1	<b>Dr. Sunil Kumar Batra</b> (DOB: 16-7-1964)	<i>Acting Principal &amp; Associate Professor &amp; Head in Commerce</i> (DOA: 30-8-1986)	33, Guru Kripa, Indu Enclave, Kankhal-249408, (Hardwar) <a href="mailto:batrasunil.dr@gmail.com">batrasunil.dr@gmail.com</a>	9897902962	01334-222913
2	<b>Dr. Naresh Kumar Garg</b> (DOB: 31-1-1956)	<i>Associate Professor &amp; Head in Economics</i> (DOA:27-10-1975)	17-A, Gangotri Street, Vishnu Garden, P.O.Gurukul Kangri-249404, Hardwar, <a href="mailto:nkgangotri@gmail.com">nkgangotri@gmail.com</a>	9458949358	01334-244228
3	<b>Dr. Sunit Kumar Kulshreshtha</b> (DOB: 1-1-1964)	<i>Associate Professor in Commerce</i> (DOA: 1-8-1994)	30, Sharad Vihar Colony, Opposite Avdhoot Mandal Ashram, Hardwar-249404	9259059703	
4	<b>Dr. Man Mohan Gupta</b> (DOB: 15-9-1961)	<i>Associate Professor in Commerce</i> (DOA: 1-9-1987)	729, Dayanand Nagri, (Kali Mandir wali gali), Kankhal Road, Arya Nagar, Jwalapur-249407 (Hardwar)	9219882922	
5	<b>Dr. Tejvir Singh Tomar</b> (DOB: 8-10-1960)	<i>Associate Professor in Commerce</i> (DOA: 30-5-1989)	Vijay Sadan, 12, Shyam Vihar, P.O.Gurukul Kangri, Hardwar-249404 <a href="mailto:tsinghtomar@gmail.com">tsinghtomar@gmail.com</a>	9319893039	1334-243232
6	<b>Dr. Smt. Saraswati Pathak</b> (DOB: 1-6-1957)	<i>Associate Professor &amp; Head in Sanskrit</i> (DOA: 15-12-1990)	S-24, Phase –III, Shiv Lok colony , Hardwar	9358303060	
7	<b>Dr. Sanjay Kumar Maheshwari</b> (DOB: 4-7-1964)	<i>Associate Professor &amp; Head in History</i> (DOA: 12-4-1991)	M-2, Phase-III, Shiv Lok, Hardwar-249407	9897203711	
8	<b>Dr. Jagdish Chandra Arya</b> (DOB: 22-3-1967)	<i>Associate Professor &amp; Head in Sociology</i> (DOA: 22-6-1996)	M-78, Phase – III, Shiv Lok Colony, Hardwar	9897035117	
9	<b>Dr. Smt. Nalini Jain</b> (DOB: 21-10-1963)	<i>Associate Professor &amp; Head in English</i> (DOA: 2-1-1990)	346, Govindpuri, Hardwar-249401	9997005109	



10	<b>Shri Vinay Thapliyal</b> (DOB: 05-02-1984)	<i>Assistant Professor, Political Science</i> (DOA:28-8-2010)	C/o, Shri J.P. Thapliyal, Shivnagar, Defence Colony, Dehradun	9634318818	
11	<b>Dr. Sushma Nayal</b> (DOB:03-06-1983)	<i>Assistant Professor, Sociology</i> (DOA: 28-1-2011 )	Permanent Address: Vill. Bhainskot, PO-Bughani, Distt. Pauri-Garhwal, Uttarakhand  Email: <a href="mailto:sushma.nayal@gmail.com">sushma.nayal@gmail.com</a>	9411536767	
12	<b>Shri Mohan Chandra Pandey</b> (DOB:1-6-1968)	<i>Office Superintendent</i> (DOA:1-6-2017)	38-B,Brahm Vihar Colony, Kankhal -249408(Hardwar);	9456784335	01334-246938
13	<b>Shri Ved Prakash Chauhan</b> (DOB:1-3-1963)	<i>Steno</i> (DOA:15-9-1990)	4-Ganga Vihar Colony, Opposite Avdhoot Mandal Ashram, Hardwar-249404;	9719466435	
14	<b>Shri Ashwani Kumar Agrawal</b> (DOB:8-5-1962)	<i>Library Clerk</i> (DOA:25-7-1991)	E-68, Daksh Road, Kankhal- 249408	9412980417	
15	<b>Shri Raj Kumar</b> (DOB:8-10-1973)	<i>Library Clerk</i> (DOA:20-9-1999)	Village- Garh ; Post-Mirpur, (Hardwar);	9758922567	
16	<b>Shri Ashok Kumar</b> (DOB:15-6-1963)	<i>Library Clerk</i> (DOA:1-6-2017)	Village Khedli, P.O.Bahadabad, (Hardwar);	8057214345	
17	<b>Smt. Hemwanti</b> (DOB:16-12-1974)	<i>Routine Clerk</i> (DOA:1-6-2017)	Mohananand Ashram, Bhimgoda, (Hardwar);	9412950559	
18	<b>Shri Sanjeet Kumar</b> (DOB:17-2-1980)	<i>Routine Clerk</i> (DOA:1-6-2017)	Village & P.O.Tansipura, Roorkee, (Hardwar);	9760488250	
19	<b>Shri Jhinguri</b> (DOB:21-12-1957)	<i>Gardner</i> (DOA:2-2-1980)	Ashok Vihar Colony, Raja Garden, Vill. Jagitpur (Kankhal) Hardwar	9412911532	
20	<b>Shri Sushil Kumar Sharma</b> (DOB:1-1-1958)	<i>Peon</i> (DOA:5-11-1984)	College campus, S.M.J.N.College, Hardwar-249401;		
21	<b>Shri Kailash Chandra Joshi</b> (DOB:2-3-1968)	<i>Library Attendent</i> (DOA:1-6-1991)	Gali No. 3/2, Shivpuri Colony, Jagitpur, Kankhal, Hardwar	9410711435	
22	<b>Shri Ghanshyam Singh</b> (DOB:1-1-1965)	<i>Peon</i> (DOA:1-6-1991)	New Subhash Nagar, Jwalapur (Hardwar)	9758103782	
23	<b>Shri Kunwar Pal Singh</b> (DOB:13-12-1966)	<i>Library Attendent</i> (DOA:20-9-1999)	Village-Garh ; Post-Mirpur, (Hardwar);	9719776279	
24	<b>Shri Omi Chand</b> (DOB:4-2-1971)	<i>Library Attendent</i> (DOA:20-9-1999)	Village- Saini Bauss, Kamalpur, P.O. Daulatpur (Hardwar);	9012747599	

**MANUAL 10 — THE MONTHLY REMUNERATION  
RECEIVED BY EACH OF ITS OFFICERS AND  
EMPLOYEES (REGULAR) INCLUDING THE SYSTEM  
OF COMPENSATION AS PROVIDED IN ITS  
REGULATIONS**

The pay scales of teaching and non-teaching staff and others are as prescribed by the Directorate of Higher Education, Uttarakhand.

S.NO.	NAME	DESIGNATION	PRESENT PAY BAND WITH GRADE PAY
1	<b>Dr. Sunil Kumar Batra</b>	<i>Acting Principal and Associate Professor &amp; Head in Commerce</i>	Rs. 37400-67000 pm (GRADE PAY-RS. 9000)
2	<b>Dr. Naresh Kumar Garg</b>	<i>Associate Professor &amp; Head in Economics</i>	Rs. 37400-67000 pm (GRADE PAY-RS. 9000)
3	<b>Dr. Sunit Kumar Kulshreshtha</b>	<i>Associate Professor in Commerce</i>	Rs. 37400-67000 pm (GRADE PAY-RS. 9000)
4	<b>Dr. Man Mohan Gupta</b>	<i>Associate Professor in Commerce</i>	Rs. 37400-67000 pm (GRADE PAY-RS. 9000)
5	<b>Dr. Tejvir Singh Tomar</b>	<i>Associate Professor in Commerce</i>	Rs. 37400-67000 pm (GRADE PAY-RS. 9000)
6	<b>Dr. Smt. Saraswati Pathak</b>	<i>Associate Professor &amp; Head in Sanskrit</i>	Rs. 37400-67000 pm (GRADE PAY-RS. 9000)
7	<b>Dr. Sanjay Kumar Maheshwari</b>	<i>Associate Professor &amp; Head in History</i>	Rs. 37400-67000 pm (GRADE PAY-RS. 9000)
8	<b>Dr. Jagdish Chandra Arya</b>	<i>Associate Professor &amp; Head in Sociology</i>	Rs. 37400-67000 pm (GRADE PAY-RS. 9000)
9	<b>Dr. Smt. Nalini Jain</b>	<i>Associate Professor &amp; Head in English</i>	Rs. 37400-67000 pm (GRADE PAY-RS. 9000)
10	<b>Shri Vinay Thapliyal</b>	<i>Assistant Professor in Political Science</i>	Rs. 15600-39100 pm (GRADE PAY-RS. 6000) with grade pay
11	<b>Dr. Sushma Nayal</b>	<i>Assistant Professor in Sociology</i>	Rs. 15600-39100 pm (GRADE PAY-RS. 7000) with grade pay

<b>S.NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>PRESENT SALARY GRADE AS PER 7<sup>TH</sup> PAY COMMISSION</b>
12	<b>Shri Mohan Chandra Pandey</b>	<i>Office Superintendent</i>	Rs. 29200-92300 pm (LEVEL 5)
13	<b>Shri Ved Prakash Chauhan</b>	<i>Steno</i>	Rs. 47600-151100 pm (LEVEL 8)
14	<b>Shri Ashwani Kumar Agrawal</b>	<i>Library Clerk</i>	Rs. 29200-92300 pm (LEVEL 5)
15	<b>Shri Raj Kumar</b>	<i>Library Clerk</i>	Rs. 29200-92300 pm (LEVEL 5)
16	<b>Shri Ashok Kumar</b>	Library Clerk	Rs. 25500-81100 pm (LEVEL 4)
17	<b>Smt. Hemwanti</b>	Routine Clerk	Rs. 19900-63200 pm (LEVEL 2)
18	<b>Shri Sanjeet Kumar</b>	Routine Clerk	Rs. 19900-63200 pm (LEVEL 2)
19	<b>Shri Jhinguri</b>	Gardner	Rs. 29200-92300 pm (LEVEL 5)
20	<b>Shri Sushil Kumar Sharma</b>	<i>Peon</i>	Rs. 29200-92300 pm (LEVEL 5)
21	<b>Shri Kailash Chandra Joshi</b>	<i>Library Peon</i>	Rs. 25500-81100 pm (LEVEL 4)
22	<b>Shri Ghanshyam Singh</b>	<i>Peon</i>	Rs. 25500-81100 pm (LEVEL 4)
23	<b>Shri Kunwar Pal Singh</b>	<i>Library Peon</i>	Rs. 25500-81100 pm (LEVEL 4)
24	<b>Shri Omi Chand</b>	<i>Library Peon</i>	Rs. 25500-81100 pm (LEVEL 4)

**MANUAL 11 — THE BUDGET ALLOCATED TO EACH  
OF ITS AGENCY, INDICATING THE PARTICULARS  
OF ALL PLANS, PROPOSED EXPENDITURES AND  
REPORTS ON DISBURSEMENTS MADE**

Annual budgets, Annual income – expenditures statements and various audit reports are available with the office superintendent. Proposed plans for UGC grant are also available with the same.

**MANUAL 12 — THE MANNER OF EXECUTION OF  
SUBSIDY PROGRAMMES, INCLUDING THE  
AMOUNTS ALLOCATED AND THE DETAILS OF  
BENEFICIARIES OF SUCH PROGRAMMES**

Not Applicable

**MANUAL 13 — PARTICULARS OF RECIPIENTS OF  
CONCESSIONS, PERMITS & AUTHORISATIONS  
GRANTED BY IT**

*As granted and approved by the HNB Garhwal University, Srinagar-Garhwal.*

Tuition Fee for all female students studying at undergraduate level (Aided classes only) is exempted.

## **MANUAL 14 — THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

### **Working Hours (for the session 2017-18) -**

1. Office Working Hours: 10.00 a.m. to 5.00 p.m.
2. Library Working Hours: 10.00 a.m. to 5.00 p.m.
3. Working Days: Monday to Saturday except holidays.
4. Teaching Load of Faculty: 18-24 periods per week.
5. Duration of Teaching Periods: 60 minutes.
6. Minimum stay of teachers in the college: 5 hours daily

*Other norms are set to improve the functioning of the college in accordance to the rules and regulation formulated by the Uttarakhand Shasan vide letter no. 3276/XXIV(7)/2013-42(1)/10, dated 06-12-2013; Directorate of Higher Education (Uttarakhand) vide letter no. Degree/ Artha/7516/2006-07, dated 12-10-2006; HNBGU vide letter no. ACD/429/2014, dated 06-06-2014*

**MANUAL 15 —DETAILS IN RESPECT OF THE  
INFORMATION AVAILABLE TO OR HELD BY IT,  
REDUCED IN AN ELECTRONIC FORM**

1. Staff Statement
2. Information Manuals
3. Website: <http://www.smjn.org>



**MANUAL 16 — THE PARTICULARS OF FACILITIES  
AVAILABLE TO CITIZENS FOR OBTAINING  
INFORMATION, INCLUDING THE WORKING HOURS  
OF A LIBRARY OR READING ROOM, IT  
MAINTAINED FOR PUBLIC USE**

1. Unrestricted Access to Website <http://www.smjn.org>
2. Citizens may submit a written application for information to the Public Information Officer.
3. Public may get information via E-Mail to [smjncollege@gmail.com](mailto:smjncollege@gmail.com)
4. Library Working Hours: 10.00 a.m. to 5.00 p.m.

## MANUAL 17 — ANY OTHER USEFUL INFORMATION

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee. (At present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request. The application may be accompanied with a non-judicial government stamp paper of Rs. 10/- only. This fee of Rs. 10/- is exempted in case of person belonging to BPL category.

Schedule of fees can be had from the office of the Public Information Officer S.M.J.N.COLLEGE, HARDWAR. For the time being the rates are as under:-

- (a) Rs. 2/- per page of A-4 size
- (b) In case of printed material, the printed copies could be had from the college office counter on payment.
- (c) In case of photo copies, the rate would be Rs. 2/- per page.
- (d) If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.

Major portion of information will be available from the University Calendar and other rules as applicable to the University from time to time, printed syllabi for various courses and the college admission prospectus.

University Grants Commission website [www.ugc.ac.in](http://www.ugc.ac.in)

Dept. of Higher Education, Uttarakhand Shasan website: [www.he.uk.gov.in](http://www.he.uk.gov.in)

Directorate of Higher Education Website: [www.directorateheuk.org](http://www.directorateheuk.org)

University website [www.hnbg.ac.in](http://www.hnbg.ac.in)

College website [www.smjn.org](http://www.smjn.org)

Email us: [smjncollege@gmail.com](mailto:smjncollege@gmail.com)

(Mahant Lakhan Giri)  
*President, College Management Committee*

(Mahant Ravindra Puri)  
*Secretary, College Management Committee*

(Dr. Sunil Kumar Batra)  
*Acting Principal*

(Dr. Naresh Kumar Garg)  
*Incharge, Information*

(Mohan Chandra Pandey)  
*Office Superintendent*

Dated: September 11, 2017