

**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

**SHRI DEV SUMAN UTTARAKHAND STATE UNIVERSITY,
TEHRI - GARHWAL (UTTARAKHAND)**

(As updated on June 01, 2023)



MANUAL 1 — PARTICULARS OF ITS ORGANIZATION, 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. As per the instruction of the Uttarakhand State Government the college is now affiliated to the Sridev Suman Uttarakhand University, Badshahithaul, Tehri (Garhwal) from the session 2021-22.

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.smjncollege.org
www.smjncollege.org>The College>location

Grievance Redressal

Cells for Grievance Redressal (staff), Grievance Redressal (students) and Women Cell 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, dataries, gardeners, technicians, etc., the granting of free ship and half free ship 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 Sri Dev Suman Uttarakhand 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 fulfill 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 <https://www.ugc.ac.in> and <http://sdsu.ac.in>



PORTFOLIO FOR THE YEAR 2023-24

1	DISCIPLINE – Dr. M.M.Gupta (Chief Proctor), Dr. J.C.Arya (Dy. Chief Proctor), Dr. T. S. Tomar (Dy. Chief Proctor), Dr. Nalini Jain(Dy. Chief Proctor)
2	STUDENT WELFARE / CULTURAL COUNCIL / ALUMNI – Dr. S.K.Maheshwari(Dean), Dr. Nalini Jain (Additional Dean), Dr. S.K. Chauhan, Dr. M.K. Shohi, Dr. Sugandha Verma
3	GAMES & SPORTS – Dr. T.S.Tomar (Incharge), Sh. Vinay Thapliyal, Dr. Sushma Nayal
4	COLLEGE MAGAZINE – Dr. Nalini Jain (Chief Editor), Dr. Asha Sharma (Editor), Dr. Mona Sharma, Smt. Rinkal Goel
5	COLLEGE CELL FOR EVALUATION BY NAAC & IQAC– Dr. S. K. Maheshwari(Co-ordinator), Dr. Nalini Jain , Sh. Vinay Thapliyal
6	COLLEGE WEBSITE & INFORMATION – Dr. M M Gupta (Incharge) Shri Vinay Thapiyal
7	MERIT LISTS (ALL COURSES) – Dr. S.K. Maheshwari (Incharge), Sh. Vinay Thapliyal
8	TIME-TABLE & SECTION DISTRIBUTION – Dr. T.S. Tomar (Incharge), Dr. Sugandha Verma
9	FINANCE COMMITTEE – Dr. M. M. Gupta (Incharge), Dr. S. K. Maheshwari
10	FIRST AID, HEALTH & SANITATION – Dr. J. C. Arya
11	UNIVERSITY EXAMINATION – Dr. M. M. Gupta(Chief Controller),Dr. J.C. Arya
12	CAREER CORNER & PLACEMENT CELL – Sh. Vinay Thapliyal (Incharge), Smt. Ruchita Saxena, Smt. Richa Minocha
13	UGC GRANT & COLLEGE OFFICE AFFAIRS – Dr. T. S. Tomar (Incharge),Dr. J.C. Arya, Sh. Vineet Saxena
14	RAGGING CONTROL BOARD – Dr. M.M.Gupta, Dr. Nalini Jain, Sh. Vineet Saxena
15	GRIEVANCE REDRESSAL CELL– Dr. S.K.Maheshwari (Dean), Dr.J.C Arya , Dr. T.S.Tomar, Dr. Nalini Jain
16	NSS OFFICER – Dr. Sushma Nayal (Girls Unit), Dr. Vijay Sharma (Boys Unit)
17	NODLE OFFICER FOR NAAC & NEP– Sh. Vinay Thapliyal, Dr. Vijay Sharma, Dr. Sugandha Verma
18	WOMEN CELL – Dr.Nalini Jain (Chairperson), Dr. S.K. Maheshwari
19	LIBRARY- Dr. J.C. Arya (Incharge)
20	SCHOLARSHIP – Dr. Sushma Nayal (Incharge), Sh. Sanjeet Kumar
21	COLLEGE DEVELOPMENT & MAINTENANCE Dr. J. C. Arya(Incharge), Dr. Nalini Jain, Sh. Vinay Thapliyal
22	PARENTS-TEACHERS ASSOCIATION– Dr. M.M. Gupta, Dr. S. K. Maheshwari, Dr.Nalini Jain, Sh. Sanjeet Kumar
23	FIRE EXTINGUISHING & SAFETY MEASURES – Dr. T.S.Tomar, Dr. Sushma Nayal, Sh. M. C. Pandey
24	Green Audit– Dr. Vijay Sharma (Incharge), Smt. Rinkal Goel
25	Divyang Jan Help Desk – Dr. J.C. Arya (Incharge), Sh. M.C. Pandey, Sh. Rajkumar
26	Committee For Innovation and Best Practices – Dr. J.C. Arya, Dr. Vijay Sharma, Smt. Ruchita Saxena, Dr. Mona Sharma, Sh. Vaibhav Batra
27	Help Line Students – Smt. Hemwati, Sh. Sanjit Kumar, Sh. H.S. Chauhan



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 SDSU University) Tehri-Garhwal (U.K.) –

1. As per University Calendar
2. Rules and Regulations for Admission published by the University
3. Decisions of the College Management Committee
4. Statutes of the SDSU University, Tehri {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 EXIST 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, Social Activist, Ex-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**

SI No	Category	Document	Procedure for Obtaining
1.	Admissions Information	College Prospectus	On Line payment
2.	Admissions Information	SDSU University Admission Brochure	May be obtained from SDSU University & Samarth Portal
3.	Staff Information	College Telephone Directory	Available to Faculty & College Website
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*	Shri Mahant Ravindra Puri	President, <i>Management Committee</i> , S.M.J.N.(P.G.) College, Govindpuri, Hardwar-249401	Minimum one meeting a year and as required
2.	Staff Council**	Prof. (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	Prof. (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 2023-24

***MANAGEMENT COMMITTEE:**

President : Shri Mahant Ravindra Puri, President, College Management Committee

Secretary : Shri Mahant Ram Ratan Giri, Panchayati Akhara Shri Niranjani

Member : Shri Mahant RadheyGiri, Panchayati Akhara Shri Niranjani

Member : Shri Mahant OnkarGiri, Panchayati Akhara Shri Niranjani

Member : Shri Mahant Keshav Puri, Panchayati Akhara Shri Niranjani

Member : Shri Mahant Shiv Van Ji, Panchayati Akhara Shri Niranjani

Member : Shri Mahant NareshGiri, Panchayati Akhara Shri Niranjani

Member : Shri Mahant Ramanand Puri, Panchayati Akhara Shri Niranjani

Member : Shri Digamber Ganga 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. M.M. Gupta

Member-Representative (Teaching staff): Sh. Vinay Thapliyal

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

Member-Representative (Non-Teaching staff): Sh. M.C. Pandey

****REGULAR STAFF:**

- Prof. (Dr.) Sunil Kumar Batra, Acting Principal

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

Faculty of Arts:

Department of Economics:

Regular Staff:

- Vacant
- Vacant

Department of English:

Regular Staff:

- Dr. Smt. Nalini Jain, Associate Professor & Head
- Vacant

Department of Hindi:

Regular Staff:

- Vacant
- Vacant

Department of History:

Regular Staff:

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

Department of Political Science:

Regular Staff:

1. Sh. Vinay Thapliyal, Assistant Professor & Head
2. *Vacant*

Department of Sanskrit:

Regular Staff:

1. *Vacant*

Department of Sociology:

Regular Staff:

1. Prof. (Dr.) Jagdish Chandra Arya, Professor & Head
2. Dr. Sushma Nayal, Assistant Professor

Faculty of Commerce:

Regular Staff:

1. Prof. (Dr.) Sunil Kumar Batra, Professor & Head, Acting Principal
2. Dr. Man Mohan Gupta, Associate Professor
3. Prof. (Dr.) Tejvir Singh Tomar, Professor
4. *Vacant*

OFFICE STAFF:

Regular Staff:

1. Sh. Mohan Chandra Pandey, *Office Superintendent*
2. *Steno-Vacant*
3. Assistant Accountant-*Vacant*
4. Smt. Hemwanti, *Clerk*
5. Sh. Sanjeet Kumar, *Clerk*
6. Sh. GhanShyam Singh, *Peon*

LIBRARY STAFF:

Regular Staff:

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

UPNL STAFF:

1. Sh. Sushil Kumar
2. Sh. Rakesh Kumar
3. Sh. Shiv Prasad
4. Sh. Kamal Negi

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

Names with designation	Duty Assigned as	Address	Phone/Mobile
Shri Mahant Ravindra Puri, <i>President of the College</i>	Appellate Officer	S.M.J.N.(PG) College, Govindpuri, Hardwar-249401	9548565816
Prof. (Dr.) Sunil Kumar Batra, <i>Acting Principal</i>	Public Information Officer	S.M.J.N.(PG) College, Govindpuri, Hardwar-249401	9897902962 01334-226032
Dr. M.M. Gupta, <i>Associate Professor & Head in Commerce</i>	Asstt. Public Information Officer	S.M.J.N.(PG) College, Govindpuri, Hardwar-249401	9219882922
Note: 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, SDS Uttarakhand University, Tehri has appointed all Principals of affiliated colleges as Central Public Information Officers.

(University notification no. Suchna ka AdhikarPrakoshth/2009/1243 dated 30-10-2010 and <http://.sdsu.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, SDSU University. The University Grants Commission (UGC) also lays down regulations to be followed by Colleges affiliated to SDSU University.

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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	Prof. (Dr.) Sunil Kumar Batra (DOB: 16-7-1964)	<i>Acting Principal & Professor & Head in Commerce</i> (DOA: 30-8-1986)	33, Guru Kripa, Indu Enclave, Kankhal-249408, (Hardwar) batrasunil.dr@gmail.com	9897902962	01334-222913
2	Dr. Man Mohan Gupta (DOB: 15-9-1961)	<i>Associate Professor in Commerce</i> (DOA: 1-9-1987)	729, Dayanand Nagri, (Kali Mandir waligali), Kankhal Road, Arya Nagar, Jwalapur-249407 (Hardwar)	9219882922	
3	Prof. (Dr.) Tejvir Singh Tomar (DOB: 8-10-1960)	<i>Professor in Commerce</i> (DOA: 30-5-1989)	Vijay Sadan, 12, ShyamVihar, P.O.Gurukul Kangri, Hardwar-249404 tsinghtomar@gmail.com	9319893039	1334-243232
4	Dr. Sanjay Kumar Maheshwari (DOB: 4-7-1964)	<i>Associate Professor & Head in History</i> (DOA: 12-4-1991)	M-2, Phase-III, Shiv Lok, Hardwar-249407 sanjaysmjn@gmail.com	9897203711	
5	Prof. (Dr.) Jagdish Chandra Arya (DOB: 22-3-1967)	<i>Professor & Head in Sociology</i> (DOA: 22-6-1996)	M-78, Phase – III, Shiv Lok Colony, Hardwar draryajagdish7@gmail.com	9897035117	
6	Dr. Smt. Nalini Jain (DOB: 21-10-1963)	<i>Associate Professor & Head in English</i> (DOA: 2-1-1990)	346, Govindpuri, Hardwar-249401 nalini.smjn@gmail.com	9997005109	
7	Shri Vinay Thapliyal (DOB: 05-02-1984)	<i>Assistant Professor, Political Science</i> (DOA:28-8-2010)	C/o, Shri J.P. Thapliyal, Shivr Nagar, Defence Colony, Dehradun vinaythapliyal52@gmail.com	9634318818	
8	Dr. Sushma Nayal (DOB:03-06-1983)	<i>Assistant Professor, Sociology</i> (DOA: 28-1-2011)	Permanent Address: Vill. Bhainskot, PO-Bughani, Distt. Pauri-Garhwal, Uttarakhand Email: sushma.nayal@gmail.com	9411536767	

9	Shri Mohan Chandra Pandey (DOB:1-6-1968)	<i>Office Superintendent</i> (DOA:1-6-2017)	38-B,BrahmVihar Colony, Kankhal -249408(Hardwar);	9456784335	
10	Shri Raj Kumar (DOB:8-10-1973)	<i>Library Clerk</i> (DOA:20-9-1999)	Village- Garh ; Post-Mirpur, (Hardwar);	9758922567	
11	Shri Ashok Kumar (DOB:15-6-1963)	<i>Library Clerk</i> (DOA:1-6-2017)	Village Khedli, P.O.Bahadrad, (Hardwar);	8057214345	
12	Smt. Hemwanti (DOB:16-12-1974)	<i>Routine Clerk</i> (DOA:1-6-2017)	Mohananand Ashram, Bhimgoda, (Hardwar);	9412950559	
13	Shri Sanjeet Kumar (DOB:17-2-1980)	<i>Routine Clerk</i> (DOA:1-6-2017)	Village &P.O.Tansipura, Roorkee, (Hardwar);	9760488250	
14	Shri Kailash Chandra Joshi (DOB:2-3-1968)	<i>Library Attendent</i> (DOA:1-6-1991)	Gali No. 3/2, Shivpuri Colony, Jagjitpur, Kankhal, Hardwar	9410711435	
15	Shri Ghanshyam Singh (DOB:1-1-1965)	<i>Peon</i> (DOA:1-6-1991)	New Subhash Nagar, Jwalapur(Hardwar)	9758103782	
16	Shri Kunwar Pal Singh (DOB:13-12-1966)	<i>Library Attendent</i> (DOA:20-9-1999)	Village-Garh ; Post-Mirpur, (Hardwar);	9719776279	
17	Shri Omi Chand (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 N	NAME	DESIGNATION	PRESENT BASIC SALARY GRADE AND LEVEL AS PER 7 th PAY COMMISSION
1	Prof. (Dr.) Sunil Kumar Batra	Acting Principal and Professor & Head in Commerce	Rs. 144200-218200 pm (LEVEL-14)
2	Dr. Man Mohan Gupta	Associate Professor in Commerce	Rs. 131400-217200 pm (LEVEL-13A)
3	Prof. (Dr.) Tejvir Singh Tomar	Professor in Commerce	Rs. 144200-218200 pm (LEVEL-14)
4	Dr. Sanjay Kumar Maheshwari	Associate Professor & Head in History	Rs. 131400-217200 pm (LEVEL-13A)
5	Prof. (Dr.) Jagdish Chandra Arya	Professor & Head in Sociology	Rs. 144200-218200 pm (LEVEL-14)
6	Dr. Smt. Nalini Jain	Associate Professor & Head in English	Rs. 131400-217200 pm (LEVEL-13A)
7	Sh. Vinay Thapliyal	Assistant Professor in Political Science	Rs. 57700-182400 pm (LEVEL-10)
8	Dr. Sushma Nayal	Assistant Professor in Sociology	Rs. 68900-205600 pm (LEVEL-11)
9	Sh. M.C. Pandey	OS	Rs. 29200-92300 pm (LEVEL-5)
10	Sh. Raj Kumar	Library Clerk	Rs. 29200-92300 pm (LEVEL-5)
11	Sh. Ashok Kumar	Library Clerk	Rs. 25500-81100 pm (LEVEL-4)
12	Smt. Hemwanti	Routine Clerk	Rs. 21700-69100 pm (LEVEL-3)
13	Sh. Sanjeet Kumar	Routine Clerk	Rs. 21700-69100 pm (LEVEL-3)
14	Sh. Kailash Chandra Joshi	Library Peon	Rs. 29200-92300 pm (LEVEL-5)
15	Sh. Ghanshyam Singh	Peon	Rs. 29200-92300 pm (LEVEL-5)
16	Sh. Kunwar Pal Singh	Library Peon	Rs. 25500-81100 pm (LEVEL-4)
17	Sh. Omi Chand	Library Peon	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 & AUTHORIZATIONS GRANTED BY IT

As granted and approved by the SDSU University, Terhri (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 2023-24)

- Office Working Hours: 09.30 a.m. to 04.30 p.m.
- Library Working Hours: 09.00 a.m. to 5.00 p.m.
- Working Days: Monday to Saturday except holidays.
- Teaching Load of Faculty: 18-24 periods per week.
- Duration of Teaching Periods: 60 minutes.
- Minimum stay of teachers in the college: 40 hrs in a week

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 Statements
2. Information Manuals
3. Website: www.smjncollege.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**

- Unrestricted Access to Website <https://smjncollege.org>
- Citizens may submit a written application for information to the Public Information Officer.
- Public may get information via E-Mail to principal@smjncollege.ac.in
- Library Working Hours: 09.00 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. (P.G.) COLLEGE, HARDWAR. For the time being the rates are as under:-

- Rs. 2/- per page of A-4 size
- In case of printed material, the printed copies could be had from the college office counter on payment.
- In case of photo copies, the rate would be Rs. 2/- per page.
- 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 <https://www.ugc.ac.in>

Dept. of Higher Education, Uttarakhand Shasan website: www.he.uk.gov.in

Directorate of Higher Education Website: www.directorateheuk.org


University website <http://sdsu.ac.in>

College website: www.smjncollege.org


Email us: principal@smjncollege.ac.in



(Shri Mahant Ravindra Puri)
President, College Management Committee




(Prof. (Dr.) Sunil Kumar Batra),
Acting Principal

S.M.J.N. P.G. College
HARDWAR


(Dr. M.M. Gupta)
Incharge, Information


(Mohan Chandra Pandey)
Office Superintendent

Dated: June 01, 2023