



Estd. 1968

# ARYA KANYA MAHAVIDYALYA

Shahabad Markanda (Haryana)

Affiliated to Kurukshetra University, Kurukshetra

Ph. : 91-1744-240172, 240721

Mob. + 91 81686-64021

E-mail : akmshahabad@yahoo.com

Website : www.akmvshahabad.edu.in

2024-25

## MULTIDISCIPLINARY UG PROGRAMS

Bachelor of Arts  
Bachelor of Life Science  
Bachelor of Physical Science

## INTERDISCIPLINARY PROGRAMS

B.Com  
B.Sc. Fashion Designing

## PG COURSES

M.A. (Hindi, Economics, Fine Arts)  
M.Com.  
M.Sc. Computer Science (Software)  
M.Sc. Mathematics

## BCA (Under AICTE)

VALUE ADDED COURSES  
SKILL ENHANCEMENT COURSES  
ABILITY ENHANCEMENT COURSES

# COMPENDIUM

## THE COLLEGE MANUAL

## *From the Principal's Desk*



Heartiest Greetings to all aspiring learners

### **“A Look ahead is a way to Glory”**

I am delighted to welcome you to Arya Kanya Mahavidyalya, Shahabad (M.), in Academic Session 2024-25. Our pioneering institution is serving the society for holistic development and higher education of girls since 1968.

We believe that education is an effective medium of social transformation and true goal is to sharpen the personality of students in a manner that they become an asset to the nation & the society. In the changing face of society, our college updates itself with latest teaching pedagogy and also accepts the challenge of nurturing young girls by mentoring them to be good citizens and perform 'Hawans & Prayer', there by unfurling the flag of Arya Samaj with dignity.

A vibrant campus and congenial atmosphere enables our students to develop skills and build talents that lasts for lifetime. Young talent is encouraged to develop a passion to serve the society by way of faith hope & love for positive contribution to the nation. The NEP 2020 has ushered in a new era for education in India, emphasizing holistic and multidisciplinary learning that nurtures creativity critical thinking and a deep-rooted understanding of our diverse cultural heritage. In this perspective, we have wholeheartedly embraced NEP 2020 in the UG & PG Programmes to offer an educational experience that not only imparts knowledge but also fosters a lifelong love for learning.

We offer education with the support of diligent and dedicated teachers who are committed to provide a stimulating and inclusive environment that encourages intellectual curiosity and empowers you to reach your full potential.

I hope and pray that young scholars who are taking admission in this college will emulate bright examples of their predecessors. I look forward to welcome you into our vibrant community and witness your remarkable journey of learning and self-discovery.

Wish you the best of fortune, peace and prosperity.

**Dr. (Mrs.) Aarti Trehan**  
Offg. Principal

ओ३म्

तमसो मा ज्योतिर्गमय

## ARYA KANYA MAHAVIDYALYA — VISION, MISSION & OBJECTIVES

### VISION

Our vision is to be the most preferred choice of all the stakeholders in the field of Higher Education and to sharpen the personality of the students in manner that they become an asset to the nation and shine Internationally.

### MISSION

- ★ Our mission is to impart quality higher education through innovative means and technology blended with traditional methods to women and instill in the students the ideas of Indian vedic culture and also inculcate moral values as scripted in our insignia as 'Sneh, Sewa, Sadachar'.
- ★ To empower students to face the world with courage, conviction and determination and ensure social parity and gender sensitivity.

### OBJECTIVES

The objectives of our institution are defined as per the alphabets in name of the college :

- A** Academic, Vocational and Job oriented Add-on-Courses made available in good number for the choice of students.
- R** Respect & love i.e. **SNEH** for humanity.
- Y** Yearning for excellence.
- A** Accountability towards all stakeholders.
- K** Knowledge bank i.e. dedicated teachers and a rich library
- A** Appropriate infrastructural facilities.
- N** National and cultural fervor infused through extra curricular activities
- Y** Yeoman services i.e. **SEWA** of society through extension activities.
- A** Assisting students having extraordinary talent & supporting the poor students.
- M** Motivators of moral values i.e. **SADACHAR**.
- A** Aiming at personality development & empowerment of the students of the college.
- H** Harmonious environment at workplace.
- A** Ambience of serenity.
- V** Valuable teaching-learning experience through technology blended with traditional ways.
- I** Inculcating Dignity of labour and hard work.
- D** Discipline
- Y** Yardstick of higher education for women.
- A** Accessibility to principal, staff and resources
- L** Laying stress on career guidance
- Y** Yajna and prayer culture
- A** Abridging financial constraints through scholarships

## CONTENTS

Page No.

1. Principles of Arya Samaj	02
2. प्रार्थना एवं कॉलेज गान	03
3. College - A Brief Profile	04
4. Academic Calander	04
5. Subject Combination	05
3. Code No's of All Courses	06
4. Teaching Faculty	07
5. Whom to Consult	09
6. Public Information Officer	09
7. Infrastructure & Learning Resources	10
8. Leave Rules & Absent Fine	10
9. Courses of Study	
- Post Graduate Courses	11
- Under Graduate Program	11
10. Career-Oriented-Add-on Courses	12
11. Casual Students	13
12. College Leaving Rules	13
13. Refund of Securities	13
14. Conditions for Appearing in University Examination	13
15. Students Support & Facilities	13
16. List of Scholarships	14
17. Library - Facilities & Rules	15
18. Career Guidance and Information Bureau	15
19. Career Guidance & Placement Cell	16
20. Canteen	16
21. Hostel	16
22. Co-curricular and Extension Activities	16
23. Healthy Practices	19
24. Voter Card, Aadhar Card	19
25. Prizes & Awards	20
26. Code of Conduct for students	20
27. Student Grievance Redressal Cell (SGRC) and Anti-Ragging Cell	21
28. Policy for Disabled Persons	21
31. छात्राओं तथा उनके अभिभावकों के ध्यानार्थ प्रमुख नियम	22
32. कॉलेज प्रबन्धकारिणी	26



## Principles of THE ARYA SAMAJ

- ❖ God is the primary source of all true knowledge and of all that can be known through it.
- ❖ God is existent, intelligent and blissful. He is formless, almighty, just, merciful, unborn, infinite, unchangeable, beginningless, incomparable the support and lord of all, omniscient, imperishable, immortal, fearless, eternal, holy and the maker of the universe. To Him alone worship is due.
- ❖ The Vedas are scriptures of true knowledge. It is the duty of all Aryas to read them, hear them being read and recite them to others.
- ❖ We should always be ready to accept truth and give up untruth.
- ❖ All actions should be performed in conformity with Dharma, i.e after due consideration of right and wrong.
- ❖ The primary aim of the Arya Samaj is to do good for all i.e. to promote their physical, spiritual and social well-being.
- ❖ We should treat all people with love, fairness and due regard for their merit.
- ❖ We should aim at dispelling ignorance and promoting knowledge.
- ❖ One should not be content with one's own welfare, but should look for it in the welfare of others only.
- ❖ One should regard one's self under restriction to follow altruistic rulings of society; while in following rules of individual welfare, all should be free.

### **THE EDUCATION WE WANT**

"Education is the Manifestation of the perfection already in them".

"We want that education by which character is formed, strength of mind is increased, the intellect is expanded and by which one can stand on one's own feet".

**Swami Vivekanand**



## प्रार्थना

- ★ ओ३म् भूर्भुवः स्वः । तत्सवितुर्वरेण्यं ।  
भर्गो देवस्य धीमहि । धियो यो नः प्रचोदयात् ॥
- ★ हे ज्ञान रूप भगवन् हमको भी ज्ञान दे दो,  
करुणा के चार छींटे करुणा निधान दे दो ।  
सुलझा सकें हम अपने जीवन की उलझनों को,  
प्रज्ञा ऋतम्भरा बुद्धि का ज्ञान दे दो ।  
दाता तुम्हारे दर पर किस चीज़ की कमी है,  
चाहो तो निर्धनों को दौलत की खान दे दो ।  
अपनी मदद हमेशा खुद आप कर सके जो,  
इन बाजुओं में शक्ति, हे शक्तिमान दे दो ।  
हे ईश तुम हो सबकी बिगड़ी बनाने वाले,  
जीवन सफल बने जो थोड़ा सा ज्ञान दे दो ।
- ★ त्वमेव माताश्च पिता त्वमेव ।  
त्वमेव बन्धुश्च सखा त्वमेव ॥  
त्वमेव विद्या द्रविणं त्वमेव ।  
त्वमेव सर्वं मम देव-देव ॥
- ★ सर्वे भवन्तु सुखिनः सर्वे सन्तु निरामयाः ।  
सर्वे भद्राणि पश्यन्तु मा कश्चिद् दुःखभाग् भवेत् ॥
- ★ ओ३म् द्यौः शान्तिरन्तरिक्ष शान्तिः पृथिवी  
शान्तिरापः शान्तिरोषधय शान्तिः ।  
वनस्पतयः शान्तिर्विश्वे देवाः शान्तिब्रह्म  
शान्तिः सर्व शान्तिः शान्तिरेव शान्तिः  
सा मा शान्तिरेधि ।  
ओ३म् शान्तिः शान्तिः शान्तिः ।

## कॉलेज गान

मंदिर भी तू मस्जिद भी तू  
तू ही चारों धाम  
मेरा आर्य कन्या महाविद्यालय है महान् ।

तू ज्ञान का है सागर, इन्सानियत का दर है  
मेरे लिए तो तेरा, ये दर खुदा का दर है  
यहाँ से विद्या पाकर तेरा, करेंगे ऊँचा नाम  
मेरा आर्य कन्या महाविद्यालय है महान् ।

तेरी शरण में आकर, जीवन ये खिल गया है  
मंजिल पे पहुँचने का, हमें रास्ता मिल गया है  
फिर क्यूं ना हो, चारों दिशा में, तेरा ही नाम  
मेरा आर्य कन्या महाविद्यालय है महान् ।

मंदिर भी तू मस्जिद भी तू.....

## ARYA KANYA MAHAVIDYALYA — A BRIEF PROFILE

Arya Kanya Mahavidyalya, Shahabad Markanda is a premier, multi-faculty, P.G. girls College of Haryana. It owes its inception in July 1968 to the philanthropic zeal of the illustrious founder members of the Prabandhak Samiti who were inspired by the teachings of Swami Daya Nand, the founder of Arya Samaj.

Started as an Arts college now it has developed into a multi faculty Post Graduate College which is rendering meritorious service to the society in the field of women education. In addition to multidisciplinary Under-Graduate Program in Bachelor of Arts (English, Hindi, Punjabi, History, Economics, Political Science, Mathematics, Music (V), Health & Physical Education), Bachelor of Life Science (Botany, Chemistry, Zoology) and Bachelor of Physical Science (Mathematics, Physics, Computer Science & Chemistry), it also provides the interdisciplinary programme in Bachelor of Computer Application under AICTE, Bachelor of Commerce, Bachelor of Commerce (Vocational) & Bachelor of Fashion Designing. The college also takes pride in running Post Graduate Courses of M.A. in Fine Arts, Hindi, Economics, M.Com., M.Sc. Computer Sc. (Software) & M.Sc. Mathematics.

The college is situated on Delhi-Chandigarh / Amritsar G.T. Road, between Pipli and Ambala Cantt. It is well connected with rail and road transport. The college possesses a vast campus with magnificent three storey building comprising of Admn. Block, Arts, Science, Commerce, Computer Science and Post-Graduate Blocks, Labs, Seminar Room, Auditorium, Fully Computerized Library with Open-shelf facility & Digital Lab. Centre, Canteen, Play Ground and Hostel Building. The college has a spacious Multi Purpose playground, lush green lawns spread in all the three main building blocks of the college. A fountain and statue of Swami Dayanand give a tinge of serenity to the spectacle of the college.

National Assessment and Accreditation Council (NAAC) Bangalore re-accredited our college with CGPA - 2.82 of Grade B in 2015. It is a matter of pride and pleasure for us that AKMV is rendering yeoman service in promoting women's education and contributing to the national objective - Beti Bachao, Beti Padhao. We feel that our potentialities are greater than our achievements and we pledge ourselves for the betterment of our future strives.

### ACADEMIC CALANDER

#### For Post-Graduate and Under-Graduate Courses (Semester System)

	<b>For U.G.</b>	<b>For P.G.</b>
Admissions	01-07-2024 to 20-07-2024	10-07-2024 to 31-07-2024
<b>1st Teaching Term (Odd Sem.)</b>	<b>22-07-2024 to 26-10-2024</b>	<b>01-08-2024 to 26-10-2024</b>
<b>2nd Teaching Term (Odd Sem.)</b>	<b>04-11-2024 to 22-11-2024</b>	<b>04-11-2024 to 30-11-2024</b>
Examinations	23-11-2024 to 20-12-2024	02-12-2024 to 20-12-2024
<b>1st Teaching Term (Even Sem.)</b>	<b>01-01-2025 to 08-03-2025</b>	<b>01-01-2025 to 08-03-2025</b>
<b>2nd Teaching Term (Even Sem.)</b>	<b>17-03-2025 to 30-04-2025</b>	<b>17-03-2025 to 30-04-2025</b>
Examinations	01-05-2025 onwards	01-05-2025 onwards

This calander may change as per direction of K.U.K.

**B.A. I SUBJECT COMBINATION FOR THE YEAR 2024-25**

*It is very important to write Code No. of the course being optd. by the student*

Sr. No.	Subject Code	Core Subject (C1)	Core Subject (C2)	Core Subject (C3)	Minor
1	2024101	Economics	Commercial Arts	Hindi	English
2	2024102	History	Commercial Arts	Hindi	English
3	2024103	Political Science	Commercial Arts	Hindi	English
4	2024104	Economics	Home Science	Hindi	English
5	2024105	Economics	Home Science	Punjabi	English
6	2024106	History	Health & Physical Education	Hindi	English
7	2024107	Political Science	Health & Physical Education	Hindi	English
8	2024108	Punjabi	Health & Physical Education	Hindi	English
9	2024109	Sanskrit	Health & Physical Education	Hindi	English
10	2024110	History	Home Science	Hindi	English
11	2024111	History	Hindi	Music (Vocal)	English
12	2024112	Political Science	History	Hindi	English
13	2024113	History	Punjabi	Hindi	English
14	2024114	History	Sanskrit	Hindi	English
15	2024115	Political Science	Home Science	Hindi	English
16	2024116	Punjabi	Home Science	Hindi	English
17	2024117	Sanskrit	Home Science	Hindi	English
18	2024118	Political Science	Music (Vocal)	Hindi	English
19	2024119	Music (Vocal)	Sanskrit	Hindi	English
20	2024120	Political Science	Punjabi	Hindi	English
21	2024121	Political Science	Sanskrit	Hindi	English
22	2024122	Political Science	Commercial Art	English	Hindi
23	2024123	Political Science	Punjabi	Commercial Art	Hindi
24	2024124	Economics	Home Science	English	Hindi
25	2024125	Political Science	Economics	English	Hindi
26	2024126	Political Science	Health & Physical Education	English	Hindi
27	2024127	Political Science	History	English	Hindi
28	2024128	Political Science	Home Science	English	Hindi
29	2024129	Political Science	Math	English	Hindi
30	2024130	Punjabi	Math	English	Hindi
31	2024131	Political Science	Punjabi	English	Hindi
32	2024132	Political Science	History	Math	Hindi
33	2024133	Punjabi	Music (Vocal)	History	Hindi
34	2024134	History	Hindi	English	Sanskrit
35	2024135	Political Science	Hindi	English	Sanskrit

**CODE NO'S FOR 3rd Year**

*It is very important to write Code No. of the course being optd. by the student*

<b>Courses</b>	<b>3rd &amp; 4th Sem.</b>	<b>5th &amp; 6th Sem.</b>
B.Sc. Medical	2001	3001
B.Sc. Medical (SF)	2008	3008
B.Sc. Non-Medical	2002	3002
B.Sc. Non-Medical (SF)	2009	3009
B.Sc. Comp. Sc.	2003	3003
B.Sc. Fashion Designing	2004	3004
B.Com. General	2005	3005
B.Com. General (SF)	2010	3010
B.Com. Comp. App.	2006	3006
BCA	2007	3007
M.Sc. Maths	9004	
M.Com.	8002	
M.A. Fine Arts	9002	
M.A. Economics	4002	
M.A. Hindi	5002	
M.Sc. Computer Sci. (Software)	6002	

**B.A. (CODE NO'S FOR 5th & 6th SEMESTER)**

<b>Subject Combination</b>	<b>Code No.</b>	<b>Subject Combination</b>	<b>Code No.</b>
Pol. Science, History	101	Economics, Punjabi	117
History, Punjabi	102	Economics, Music (V)	118
History, Sanskrit	103	Economics, Physical Education	119
History, Music (V)	104	<b>Economics, Com. Art, Designing and Painting</b>	120
History, Physical Education	105	Pol. Sc., Mathematics	121
History, Com. Art, Design. and Painting	106	Sanskrit, Mathematics	122
History, Home Science	107	Sanskrit, Physical Education	123
Pol. Science, Economics	108	Sanskrit, Music (V)	124
Pol. Science, Sanskrit	109	Sanskrit, Home Science	125
Pol. Science, Punjabi	110	Sanskrit, Com. Art, Design. and Painting	126
Pol. Science, Music (V)	111	Punjabi, Music (V)	127
Pol. Science, Physical Education	112	Punjabi, Physical Education	128
Pol. Sci., Com. Art, Design. & Painting	113	Punjabi, Com. Art, Design. & Painting	129
Pol Sci. Home Science	114	Punjabi, Home Science	130
Economics, Mathematics	115	Punjabi, Mathematics	131
Economics, Sanskrit	116		

**TEACHING FACULTY**

Principal (Offg.)

Dr. (Mrs.) Aarti Trehan, M.Sc., B.Ed., NET, Ph.D.

**FACULTY OF ARTS**

**Dept. of English**

Dr. (Mrs.) Kavita	M.A., P.h.D.
Dr. (Mrs.) Priyanka Singh	M.A., Ph.D.
Ms. Yogita	M.A., M. Phil
Ms. Neha	M.A., M.Phil Pursuing Ph.D.

**Dept. of Hindi**

Dr. (Mrs.) Bharti Sharma	M.A., M. Phil., Ph.D.
Mrs. Mamta	M.A.

**Dept. of Sanskrit**

Dr. (Mrs.) Jyoti Sharma	M.A., Ph.D.
-------------------------	-------------

**Dept. of Punjabi**

Dr. (Mrs.) Simarjeet Kaur	M.A., Ph.D.
---------------------------	-------------

**Dept. of Fine Arts**

Mrs. Santosh	M.A.
Ms. Anjali	M.F.A.

**Dept. of History**

Dr. (Miss) Mumtaz	M.A., M. Phil., Ph.D. & Bachelor in Journalism & Mass Comm. (Diploma)
-------------------	--

**Dept. of Political Science**

Vacant

**Dept. of Economics**

Mrs. Radhika Gupta	M.A.
--------------------	------

**Dept. of Music (V)**

Dr. (Mrs.) Swarit	M.A., Ph.D.
-------------------	-------------

**Dept. of Health & Physical Education**

Dr. (Mrs.) Sonia Malik	M.A. (Phy. Edu.) Ph.D., Certificate Course in Yoga & B.Ed.
------------------------	--

**Dept. of Home Science**

Dr. Ragni Mishra	M.Sc., Ph.D.
Ms. Namrata Sharma	M.Sc.

**FACULTY OF FASHION DESIGNING**

Ms. Akwinder	B.Sc.
Ms. Himani	M.Sc.

**FACULTY OF COMMERCE**

**Dept. of Commerce**

Dr. (Miss) Anju	M.Com., M.Phil, Ph.D.
Mrs. Veena	M.Com., M. Phil
Dr. Rozy	M.Com., NET, B.Ed., Ph.D.
Ms. Rajni	M.Com., M.B.A.
Ms. Ankita Hans	M.Com.
Ms. Shivani Sharma	M.Com.

**FACULTY OF SCIENCE**

**Dept. of Zoology**

Mr. Sachin
------------



**Dept. of Botany**

Vacant

**Dept. of Chemistry**

Dr. (Mrs.) Aarti Trehan      M.Sc., B.Ed., NET,  
Ph.D.

Ms. Shanky Sharma      M.Sc.

Ms. Poonam      M.Sc.

**Dept. of Physics**

Mrs. Sanjul Gupta      M.Sc., M.Phil

Dr. (Mrs.) Poonam Siwatch      M.Sc., Ph.D.

**Dept. of Mathematics**

Dr. Hema Sukhija      M.Sc., Ph.D.

Ms. Damini      M.Sc.

**Dept. of Comp. Science and Application**

Mrs. Ritu Mittal      M.C.A.

Dr. (Mrs.) Swati Atri      M. Tech, NET  
Ph.D.

Mrs. Anuradha      M.C.A., M.Com.

Ms. Rachita Kansal      M. Tech. ,  
Pursing Ph.D.

Mrs. Parvinder Kaur      M.Sc.

Mrs. Surbhi      M.Sc.

Ms. Ramandeep      M.Sc.

Ms. Diksha      M.Sc.

**LIBRARY STAFF**

**Librarian**

Dr. (Mrs.) Rajinder Kaur      M.Lib. Sc., M. Phil,  
NET, M.A. Punjabi  
3 yrs. Dip. in LCIS,  
Ph.D.

**Assistant Librarian**

Mrs. Neha      B.A., B.Lib.

**Library Restorer**

Mrs. Priya      M.Com.,  
Persuing B.Lib.

**NON-TEACHING FACULTY**

**Office Establishment**

Mr. Rajesh Anand      Dy. Supdt.

Mr. Rajeev Gupta      Clerk (Accountant)

Ms. Sonia      Fee Clerk

Ms. Sonia Mehra      Clerk

Mr. Balwinder      Clerk

Mr. Jatinder      Technical Asst./Clerk

Mr. Gaurav      Clerk

Mr. Narinder      Store Keeper

**Technical Staff**

Mr. Sunil Dutt      Chemistry Lab.

Mr. Dalip Vats      Botany Lab.

Mrs. Harjeet      F.D. Instructor

Mr. Rajinder      Chemistry Lab.

Mr. Rakesh Kumar      Computer Lab.

Mr. Kapil      Zoology Lab.

**SUPPORTIVE STAFF**

Sh. Lok Bahadur

Sh. Dalip Vats

Smt. Sushma Rani

Mr. Sukhwinder

Mr. Harbans

Sh. Suresh Kumar

Mr. Anuj

Mrs. Seema

Mr. Sanjay

Mrs. Sarita

Mrs. Meena

Mrs. Mala

Mrs. Saraswati

Mrs. Rani

**WHOM TO CONSULT**

➔ Admission	Mrs. Ritu Mittal	➔ Scholarships & Concessions	Dr. Anju
➔ Time Table	Mrs. Sanjul Gupta	➔ College Magazine	Dr. (Mrs.) Kavita Mehta
➔ Grievance Redresal & Complaint against Sexual Harassment	Mrs. Sanjul Gupta	➔ Annual Report	Dr. (Mrs.) Rajinder Kaur
➔ N.S.S.	Dr.(Mrs.)Poonam Siwatch Dr. (Mrs.) Hema Sukhija	➔ College ID. Card	Dr. (Mrs.) Rajinder Kaur
➔ N.C.C	Dr. (Mrs.) Jyoti Sharma	➔ Feed Back	Dr. (Mrs.) Rajinder Kaur
➔ 'Shakti Manch' Women Development Cell	Dr. (Mrs.) Priyanka Singh	➔ Literary Activities	Dr. (Mrs.) Bharti Sharma Dr. (Mrs.) Jyoti Sharma Dr. (Mrs.) Priyanka Singh Dr. (Mrs.) Simarjeet Kaur Dr. (Mrs.) Jyoti Sharma
➔ Red Cross Society	Dr. (Mrs.) Jyoti Sharma	➔ Dramatics	Mrs. Santosh
➔ Tutorials	Dr. Anju	➔ Fine Art Activities	Dr. (Mrs.) Ragini Mishra
➔ Placement & Career Guidance Cell	Dr. (Mrs.) Hema Sukhija	➔ Home Science Activities	Dr. (Mrs.) Sonia Malik
➔ Leave upto Three Days	Your Tutor/Any teacher Teaching you	➔ Sports Activities	Mr. Jitender
➔ Leave 4 to six Days	Faculty Head/Sr. Teacher	➔ SC/BC & other scholarships, Exam. Forms	
➔ Leave above 7 days	Mrs. Sanjul Gupta	➔ Results, D.M.C. & Roadways Bus Pass	Mr. Gaurav
➔ Medical Cell	Dr. (Mrs.) Rajinder Kaur	➔ Fee Fund & Fine Collection	Ms. Sonia
➔ Jagriti Manch - The Legal literacy & Equal Opportunity Cell	Dr. (Mrs.) Kavita Mehta	➔ Attestation, Character Certificate, Lecture shortage	Ms. Sonia Mehra
➔ Value Added Course	Dr. Mumtaz	➔ Leave Record of students	Mr. Balwinder
➔ Skill Enhancement Course	Dr. (Mrs.) Swati Atri	➔ Multidisciplinary Course	Mrs. Veena
➔ Research & Innovation	Dr. (Mrs.) Swati Atri	➔ Alumni Association	Dr. (Mrs.) Simarjit Kaur
➔ The Swayam-Mooc Cell	Dr. (Mrs.) Rajinder Kaur	➔ Hostel	Ms. Rajni

**Public Information Officer :**

**Dr (Mrs) Aarti Trehan**

Offg. Principal

Arya Kanya Mahavidyalya

Shahabad Markanda

Ph. 01744-240172

Mob. 70155 23938

**Assistant Public Information Officer**

**Mr Rajesh Anand**

Dy. Supdt.

Ph. 94160-44094

**First Appellate Authority :**

**Sh Ram Lal**

President, Managing Committee

Arya Kanya Mahavidyalya

Shahabad Markanda

Mob. 9812451387

**Convener**

**Anti-Ragging Committee**

**Dr. Mumtaz**

Head, Dept of History

### INFRASTRUCTURE & LEARNING RESOURCES

- Dedicated and highly qualified staff
- Well stacked computerised Library with open access system and book bank facility
- Internet & Photostat facilities in Library
- Smart Class Rooms
- Well equipped spacious labs of Physics, Chemistry, Zoology, Botany, Mathematics, Music, Home Science, Fine Arts, Commercial Art, Designing & Painting, Mass Communication, Fashion Designing, Textile Designing, Computer Animation & Functional English.
- Air conditioned computer Labs.
- Availability of Audio-visual aids like LCD Projectors, Slide Projectors and overhead Projectors and a good number of Audio-Visual Cassettes and CDs
- Air conditioned Auditorium
- Hostel with capacity of 80 students
- Sports facilities of Gymnasium, Yoga, Table Tennis, Badminton, Football, ZUDO, Handball, Hockey, Athletics, Kho-Kho and Kabbadi
- Water Coolers with Aqua Guards & R.O.'s
- Full Power Back up through Generators & Online Inverters
- Solar Water Heating System in Hostel
- Computer Centre with Net Facility
- Career Guidance & Placement Cell
- Conference Hall
- Well furnished Girls' Common Room
- Administrative Block
- Airconditioned Seminar Room
- Medical Room
- Centralized EP+ABX system
- Cycle & Scooter stand
- Tubewell/Water Distribution/ Pumping Facility
- Well lighted and hygienic canteen
- Well furnished class Rooms
- Own Transformer
- Well equipped, spacious Airconditioned Music Room
- Security System 24 Hours
- N.S.S., N.C.C., Women Cell, Jagriti Manch Offices
- Fire Fighting Equipment
- Ground Water Recharge Bore wells
- Departmental Rooms for teaching Staff.
- Solar Panels

### Leave Rules and Absence Fine

1. Student shall apply for leave whenever needed on the prescribed form obtainable from the college office. Leave application also has to be counter signed by the parents of the student.
2. Student must submit her application herself before availing leave and not after absenting herself from the college except in sickness case in which the application must be submitted on the date when the student attends the college after recovery along with medical certificate.
3. Leave upto 3 days can be granted by the tutor or any teacher teaching her class and upto 7 days by the Faculty head/Senior most teacher and more than 7 days by the Vice-Principal on the recommendation of the tutor / Head of the faculty.
4. **Under University Rules if a student remains absent from the classes for 15 days or 50% of classes in a month or for 6 days continuously without leave or medical, her name shall be struck off from the college rolls irrespective of the fact that she had paid her dues. Only once the defaulter can be re-admitted as per university norms with the readmission fee of Rs. 500/-.**
5. Absence without leave will be fined Rs. 5/- for each period, absence in monthly mentor's tutorial will be fined Rs. 50/- per tutorial, absent in class test will be fined Rs. 100/- per paper.
6. **Leave does not mean condonation of attendance. Student has to complete 75% attendance excluding leaves.**

**COURSES OF STUDY****Post-Graduate Courses**

- |                                     |                     |
|-------------------------------------|---------------------|
| ★ M.A. Economics                    | ★ M.A. Hindi        |
| ★ M.A. Fine Arts                    | ★ M.Sc. Mathematics |
| ★ M.Sc. Computer Science (Software) | ★ M.Com.            |

**UG Programme (Multidisciplinary) : Scheme A**

Scheme A										
Sem-ester	Subject-1 Core Courses	Subject-2 Core Courses	Subject-3 Core Courses	Minor/ Vocational	Multidisci- plinary Courses	Ability Enhancement Courses	Skill Enhancement Courses	Value Added Courses	Total Credits	Exit Option
I	CC-A1 4 credit	CC-B1 4 credit	CC-C1 4 credit	CC-M1 2 credit	MDC-1 3 credit	AEC-1 2 credit	SEC-1 3 credit	VAC-1 2 credit	24	Under Graduate Certificate in Discipline with 52 credit
II	CC-A2 4 credit	CC-B2 4 credit	CC-C2 4 credit	CC-M2 2 credit	MDC-2 3 credit	AEC-2 2 credit	SEC-2 3 credit	VAC-2 2 credit	24	
III	CC-A3 4 credit	CC-B3 4 credit	CC-C3 4 credit	CC-M3 4 credit	MDC-3 3 credit	AEC-3 2 credit	SEC-3 3 credit	—	24	Under Graduate Diploma in Discipline with 96 credit
IV	CC-A4 4 credit	CC-B4 4 credit	CC-C4 4 credit	CC-M4 4 credit	—	AEC-4 2 credit	—	VAC-4 2 credit	20	
Internship of 4 credits of 4-6 weeks duration after 2nd semester / 4th Semester										
<b>Note :</b> Credits (C),Core Courses (CC); Discipline Specific Elective Courses (DSE); Discipline Skill Enhancement Courses (DSEC); Skill Enhancement Courses (SEC); Ability Enhancement Courses (AEC); Practicum Courses (PC); Value Added Courses (VAC); Multidisciplinary Courses (MDC)										

## UG Programme (Interdisciplinary) : Scheme D

The following are the list of interdisciplinary Programmes run by the college :

1. Bachelor of Computer Application
2. Bachelor of Commerce
3. Bachelor of Fashion Designing

1st Year Scheme D : Bachelor in (Discipline)										
Semester	Subject-1 Core Courses	Subject-2 Core Courses	Subject-3 Core Courses	Minor/ Vocational	Multidisciplinary Courses	Ability Enhancement Courses	Skill Enhancement Courses	Value Added Courses	Total Credits	Exit Option
I	CC-A1 4 credit	CC-B1 4 credit	CC-C1 4 credit	CC-M1 2 credit	MDC-1 3 credit	AEC-1 2 credit	SEC-1 3 credit	VAC-1 2 credit	24	Under Graduate Certificate in Discipline with 52 credit
II	CC-A2 4 credit	CC-B2 4 credit	CC-C2 4 credit	CC-M2 2 credit	MDC-2 3 credit	AEC-2 2 credit	SEC-2 3 credit	VAC-2 2 credit	24	
III	CC-A3 4 credit	CC-B3 4 credit	CC-C3 4 credit	CC-M3 4 credit	MDC-3 3 credit	AEC-3 2 credit	SEC-3 3 credit	—	24	Under Graduate Diploma in Discipline with 96 credit
IV	CC-A4 4 credit	CC-B4 4 credit	CC-C4 4 credit	CC-M4 4 credit	—	AEC-4 2 credit	—	VAC-4 2 credit	20	
Internship of 4 credits of 4-6 weeks duration after 2nd semester / 4th Semester										
<b>Note :</b> Credits (C), Core Courses (CC); Discipline Specific Elective Courses (DSE); Discipline Skill Enhancement Courses (DSEC); Skill Enhancement Courses (SEC); Ability Enhancement Courses (AEC); Practicum Courses (PC); Value Added Courses (VAC); Multidisciplinary Courses (MDC)										



**B.A. III**

(Subjects will remain same in all six semesters)

**Compulsory Subjects**

- |             |            |
|-------------|------------|
| (I) English | (ii) Hindi |
|-------------|------------|

**Elective Subjects** (Any two of the following)

- |                                    |                           |                    |
|------------------------------------|---------------------------|--------------------|
| (I) Sanskrit/Punjabi               | (ii) History              | (iii) Pol. Science |
| (iv) Mathematics                   | (v) Music (Vocal)         | (vi) Home Science  |
| (vii) Comm. Art, Design & Painting | (viii) Health & Phy. Edu. | (ix) Economics     |

**B.Sc. Part III (Medical/Non Medical/Computer Science)****Subjects for B.Sc. Medical**

- (i) Botany
- (ii) Zoology
- (iii) Chemistry

**Subjects for B.Sc. Non Medical**

- (i) Mathematics
- (ii) Physics
- (iii) Chemistry

**Subjects for B.Sc. Computer Science**

- |                      |                  |               |
|----------------------|------------------|---------------|
| (I) Computer Science | (ii) Mathematics | (iii) Physics |
|----------------------|------------------|---------------|

- ★ **B.Sc. Fashion Designing**
- ★ **B.C.A. (Bachelor of Computer Application (Under AICTE))**
- ★ **B.Com. General**
- ★ **B.Com. Computer Application (Vocational)**

**CAREER-ORIENTED COURSES**

Aligned with the National Education Policy (NEP) 2020, the College offers a range of career-oriented courses designed to enhance student' employability and holistic development. These include **Value-added courses** that provide additional industry-relevant skills, **Skill Enhancement Courses** focused on practical competencies in specific fields and **Ability Enhancement Courses** aimed at improving critical thinking, communication and analytical abilities. Through this comprehensive approach, the College ensures that students are not only academically proficient but also equipped with the necessary skills to thrive in a competitive job market. By integrating these courses into the curriculum, the college fosters a learning environment that is both flexible and inclusive, preparing students for diverse career paths and lifelong learning.

**Important Notice for the students who are taking admission in  
Under Graduate and Post Graduate Courses.**

- ★ "All legal Disputes relating to examination/admissions of students will be subject to Kurukshetra Courts having Jurisdiction in Kurukshetra".
- ★ The Pincipal has right to cancel/reject admission of any candidate at any stage.

### CASUAL STUDENTS

The students appearing as private candidates and opting for a subject having Practical Examination may be admitted in college on casual basis in the month of September.

### COLLEGE LEAVING RULES

Students leaving the college must get their names struck off from the college rolls by submitting an application, otherwise due fees will be charged from them. They must also collect their original documents from the College immediately after they leave college but not later than six months.

### REFUND OF SECURITIES

The college securities will be refunded to the students within one year of the last session attended after showing clearance from library, office, hostel (in case of hostellers) canteen and NCC (if NCC Cadet) etc. The securities not withdrawn between 15th to 30th March will lapse to the college.

### CONDITIONS FOR APPEARING IN UNIVERSITY EXAMINATION

Class Tests / Sessionals and submission of assignments will be strictly held according to KUK rules.

#### **Conditions for Appearing in Semester Examination**

Only such students will be permitted to appear in the University Examination who fulfill the conditions specified under Special Regulations as follows :-

- Class Test :-** A student shall not be eligible to appear in the University Examination unless she appears & pass the class tests.
- Two assignments :** Students are required to submit two assignments per subject in each semester in addition to Class Tests.
- 75% Attendance :** A student shall not be eligible to appear in the University Examination unless she has attended at least 75% of the full course of lectures delivered to her class in each of the subjects.
- Students absenting themselves from the Class Tests/Sessionals without leave shall be fined at the rate of Rs.100/- per paper as it is compulsory for all the students to take the Class Tests and students not submitting the assignments in time will also be fined.

### STUDENTS SUPPORT & FACILITIES

#### **Grant of Fee Concessions, Books, Scholarships and Stipends**

Fee concessions, books and scholarships are granted to poor, brilliant students, good sportspersons and holders of distinctions in co-curricular activities. Government, University, UGC, Private (By trusts & Individual) and all other scholarships like State and National Merit scholarships, scholarships for SC/BC and scholarships for the wards of serving employees of college are also available in the college.

All concessions & scholarships are subject to good behaviour, satisfactory academic results and regularity in attendance. These scholarships/concessions may be withdrawn at any time —

- (a) If it is found that the recipient has ceased to deserve it on account of some lapses on her part.
- (b) If the student does not appear or fails in class Test, sessionals or end semester exams.
- (c) Only one benefit of scholarship & concession will be awarded to a student at one time.

### **Students Aid Fund**

The college provides financial aid to the poor and needy students in continuing their higher studies. This fund is administered by a committee and Principal. **Needy students are to apply alongwith the affidavit of family income.**

### **LIST OF SCHOLARSHIPS 2024-25**

1.	Ms. Ascharej Tuteja, Retd. Prof. of AKMV, SHD (M) donated scholarships for Needy students.	Interest of endowment fund of Rs. 200000/- kept as F.D.
2.	Sh. Brijesh Sharma memorial scholarship by Mrs. R.K. Sharma, Former Principal, AKMV	Rs. 2500/-
3.	Sh. Ram Lal Gupta, Shahabd (M.)	Rs. 1200/-
4.	Sh. Bhagwat Sawroop Sharma, Memorial Scholarship by R.K. Sharma, Former Principal	Rs. 2500/-
5.	Sh. Atma Ram Bansal, Shahabad (M)	Rs. 6000/-
6.	Lala Banu Ram Gupta (Freedom Fighter) Memorial Scholarship, by Sh. Kuldeep Gupta	Rs. 1200/-
7.	Smt. Sulochana Devi Memorial Scholarship by Ms. Parvesh Gupta, Retd. Librarian, AKMV, SHD (M)	Rs. 1200/-
8.	Sh. Babu Ram Arya Memorial Scholarship by Sh. Jag Prakash Arya, SHD (M)	Rs. 1200/-
9.	Smt. Shanti Devi Memorial Scholarship by Sh. Vishnu Bhagwan Gupta, SHD (M)	Rs.1200/-
10.	S. Amrik Singh C/o M/s Ladha Singh Gopal Singh, SHD (M)	Rs. 600/-
11.	M/s. Beni Parsad and Sons, Shahabad (M)	Rs. 600/-
12.	Dr. Mamta, Retd Professor, AKMV, SHD (M)	Rs. 2400/-
13.	Nar Narayan Sewa Samiti	Rs. 24000/-
14.	Dr. Janak Arora	Rs. 11260/-
15.	Innerwheel Club	Rs. 15000/-

- ## Career Guidance and Information Bureau

16

The main features of the bureau are :

- \* To provide information & guidance on educational and vocational matters.
- \* To prepare guidance literature to help students in connection with giving them training and directions for competitive examinations.
- \* To motivate unemployed educated youth to adopt self employment as an alternative to the paid employment.
- \* Students are advised to take advantage of these facilities available at the Bureau which is open on all working days.

### Career Guidance & Placement Cell

The college has a Career Guidance & Placement cell for the students to enable them to meet the challenges of the global market. The college takes initiatives for the improvement of communication skills and for the all-round development of the students. It makes all-out efforts for the proper placements of the students through interviews by various reputed companies every year.

### Canteen

There is a college canteen for students. The canteen committee sees the quality of material used in the canteen and rates are not more than market. It also looks hygienic conditions in canteen.

### Hostel

Hostel is available in the college campus with all facilities. For detailed information contact Hostel Incharge.

## CO-CURRICULAR AND EXTENSION ACTIVITIES

### Cultural Activities

Everyone has a hidden artist within oneself. To unleash one's artistic potential and to showcase one's talent, the college provides a perfect platform by organising **Talent Show, Intra College contests** in Debate, Declamation, Poetic, Music, Fine Art and Home Science activities. The college has various Associations / Societies to develop students' talent. They organise various activities like Dance, Gidha, Music items, Creative Writing, Collage making, Painting, Mahendi, Rangoli, Quiz, Slogan Writing etc. The students participate in **Youth Festival** organised by K.U.K. Our college is being adjudged the Best Women College and overall Runner up Positions continuously for the last so many years.

### Sports Activities

To bring about general physical fitness in the students and to develop a sense of sportsmanship special emphasis is laid on creating a healthy balance between class room and the play field. Facilities exist for various sports and games. The sports dept. of the college organises Athletic Meet. The college has a Gym also. The players participating in the university tournaments must attend atleast 50% to 60% of lectures in each subject during their stay in the college. Football, Kho-Kho, Kabaddi, Yoga, Athletics, Cross Country, Badminton & Judo etc. are the games in college in which the student are able to participate.

### National Service Scheme

The college started N.S.S. in 1976. Now there are two units of NSS working in the college. The aim of this scheme is to develop all round personality of the students, to make them responsible and patriotic citizens and to develop in them the sense of dignity of manual labour. N.S.S. provides forum to the young



students for social service in their spare time. Under the scheme two types of programmes are organised. Regular activities and camping programme. A large number of students take part in these activities and our college is one of those colleges who have got top positions in University and National level due to their excellent performance. Those students who want to be the member of this scheme will have to fulfil the form at the time of admission obtainable from the college office

### **Red Cross Society**

The purpose of red cross society is to develop a zeal in students to help the poor and needy. The college helps the poor students by providing text books, fees, shoes, socks & sweaters in winter out of the red cross society fund. It also organises Blood Donation Camp, Haemoglobin and Dental Check up Camps etc. in collaboration with NSS unit and other activities according to the University / Govt. instructions.

### **National Cadet Corps (N.C.C.)**

N.C.C. was started in the college in 2008. A platoon of SW has been allotted to college by 1 Har Girls Bn NCC, Ambala Cantt. Only 53 students will be enrolled as NCC Cadets. The students who want to specialise and train themselves for career in Armed forces and paramilitary forces will be greatly benefitted by NCC as 'C' certificate holders are exempted from written test and get direct entry in forces through interview only, otherwise 5 to 10 additional marks are given while deciding meritlists everywhere in admissions and jobs. N.C.C. also develops the qualities of leadership, courage, patriotism and gives an edge to the personality.

### **Shakti Manch - The Women Development Cell**

Women cell has been established in the college as 'Shakti Manch' under Women National Policy of Education. Its aim is to empower women in their struggle for equality and for an effective presence in society. This cell organises various talks & competitions to make students aware of women's rights and responsibilities.

### **Jagriti Manch - The Legal Literacy Cell & Equal Opportunity Centre**

Jagriti Manch organises lectures for legal literacy of students about human rights, rights of women and consumer rights etc. This manch also organise lectures and short term courses with test.

### **Red Ribbon Club**

To spread awareness about HIV/AIDS and safe transfusion of blood the college has formed a Red Ribbon Club under Haryana AIDS control society. The purpose of this club is to prepare youth as peer educators and agents of change by developing their skills on leadership and team building. and educate the people about Aids & safe access to safe Blood through these students.

### **Rotaract Club**

College got charter of Rotaract Club with the name of Rotaract Club, Arya Kanya Mahavidyalya with the consent of Rotary Club, Shahabad Markanda. Rotaractor students of college work as an NGO for the welfare of society and help of the needy people and thus develop a special core of their personality.

### **The Swayam-Mooc Cell**

The Swayam-Mooc Cell, AKMV, Shahabad was formed in December 2019-20 as per the guidelines of Government of India. The objective of this cell is to create awareness among students for 'Massive Open Online Courses' that are offered to students of Indian Universities and Colleges by Government of India through SWAYAM-ARPIT platform. The cell is quite active and has arranged webinars, workshops and extension lectures for both teachers and students since its inception.

### **Entrepreneurship Club**

Aim to help students to cultivate a startup business idea, teach them basic strategies like estimating cost & writing business plan ....be help them network their ideas toward sources of funding.

### **Aatamnirbhar Bharat Cell**

Self-employment is going to be the key to achieve Aatamnirbhar and skills need to be imparted among students through the higher education institutions of the Haryana state because youths have an important role in moving forward towards the achievement of goal of 'Aatamnirbhar Bharat'. To achieve the proposed objective of the Aatamnirbhar Bharat, Haryana state Higher Education Council, Haryana, Kurukshetra University, Kurukshetra and Swadeshi Swablamban Nyas jointly directed to form Aatamnirbhar Bharat Cell which was constructed by Arya Kanya Mahavidyalya in the session 2020-21.

### **Swami Vivekanand Youth Cell**

On the occasion of 158th Birth Anniversary of Swami Vivekananda, Arya Kanya Mahavidyalya formed "Swami Vivekananda Youth Cell" in 2020-21 with the aim of channelizing our student's energy to work for the upliftment of our society. The cell aims to fully utilize the potential & capabilities of college students by making them more self-confident, brave and develop a spirit of voluntarism in social activities. The cell work to raise awareness in the community regarding various social issues. This cell focus on various social activities like school in slums, youth journalism, conduct community surveys, environment and health awareness campaigns, one-on-one interaction with rural households etc.

### **Anti Tobacco Cell**

Anti-Tobacco Cell is established in our college in 2021 to spread the awareness around the students and young adults by sensitizing them to the harmful effects of tobacco use and create a healthy and tobacco free environment. Use and sale of cigarettes and other tobacco products in area within the radius of 100 yards of this institution is strictly prohibited and is a punishable offence.

### **Road Safety Club**

Road safety club was constituted in the session 2020-21 as per direction of DGHE, Haryana (Memo No. 2-71-2017 NSS (2), dated 29-12-2020). This club has been formed with an aim to reduce and prevent growing accidents on roads by creating an awareness and educating people about the traffic rules and signs.

### **Ek Bharat Shreshtha Bharat Club**

Ek Bharat Shreshtha Bharat Club was constituted in the session 2019-20 under the guidelines of MHRD, Govt. of India. The motto of this club is cultural exchange between states to strengthen National Integration. Under this campaign Haryana is paired with Telangana. Every month of the year, EBSB Day is celebrated by organising Literary, Social, Cultural Programs, Awareness Campaign, Community Service and Learning the language of paired state etc. Fifty students are the members of this club.

### **Annual Report**

The Annual Report 'Pragati Pag' provide a record of achievements of Students & Faculty. It also provides information of the activities undertaken by different student societies.

### **College Magazine**

The college magazine '**NEELJA**' provides an opportunity to the students having a flair for writing. The students are encouraged to contribute articles to the magazine in English, Hindi, Sanskrit, Panjabi. Each section has a student editor working under the teacher editor. Students learn the art of writing under the guidance of Editorial Board.

### **Alumni Association - 'Samritiyan'**

'Samritiyan - Alumni Association' is a registered alumni association at College, dedicated to fostering a strong and enduring connection between the institution and its former students. The association serves as a platform for alumni to engage in networking, professional development, and social events, thereby maintaining a vibrant community of past and present student. Through various initiatives and programs, Samritiyan encourages alumni to contribute to the college's growth by sharing their expertise, supporting current students and participating in college events. This dynamic engagement not only enhances the college's academic and extracurricular environment but also helps alumni stay connected with their alma mater, celebrating their shared heritage and achievements.

### **Medical Cell :**

The main objective of medical cell is undertaking physical examinations of the students, teaching and non-teaching staff of the college. Medical cell tries to give basic information about health and hygiene to the students and employees of the college.

### ***Healthy Practices***

### **Environment Awareness :**

For Environmental consciousness students are sensitized through Communication, Teaching, Celebrating Environment Day and arranging competitions like Poster Making and Slogan Writing & giving projects.

### **Women Empowerment :**

The aim of women empowerment is to create awareness regarding Social, Spiritual & Economic issues, Gender Discrimination, Women welfare law and developing confidence among women. For this purpose Various Associations / Societies of college organize various activities.

### **Adhyatmic Sabha :**

The aim of Adhyatmic Sabha is to inculcate spiritual and cultural values in the minds of the students. The college organises the Havan on every special occasion and Prayer on every Monday. It also celebrates the National festivals by organising different activities.

### **Student Central Association**

The aim of central association is to co-ordinate and integrate the various clubs and associations, to ensure the maintenance of proper academic atmosphere, discipline in the college and organisation of various functions by the college.

### **Monthly Mentorship Tutorials**

The college has healthy tradition of holding regular mentorship tutorials for all round personality development of students and for better interaction between the teacher and taught. Every teacher acts as mentor is entrusted with the assignment of interacting with a group of 30 students.

### **Healthcare of Students**

The college actively organizes various initiatives to ensure the well-being of its students. The college regularly arranges visits from doctors and medical professionals who provide essential health consultations and screenings. Additionally, College organizes health camps and health talks, where students receive valuable information on maintaining physical and mental health, preventive care and healthy lifestyle choices. These efforts not only address immediate health concerns but also educate students on long-term wellness practices. By fostering a supportive and health-conscious campus environment, AKMV College demonstrates its commitment to the holistic development and overall well-being of its students.

### ***VOTER CARD***

**Students are required to get their Voter Cards made soon after turning 18 yrs. of age. A photocopy of Voter Card should be attached with the admission form.**

### ***AADHAR CARD***

**Students are required to get their 'Aadhar Cards' made. They will be needed for depositing scholarships etc. Attach photocopy.**

### Prizes & Awards

Prizes and Awards are awarded at the Annual Prize Distribution Function for top positions and distinctions won in University Examinations and remarkable achievements in Sports, Athletics, N.S.S., N.C.C. and Youth Welfare Activities to encourage the students. Special prizes & certificates of Excellence are granted to the All round best student and student who prove themselves best in Academics, Dance, Acting, Singing, Speech, Poem Recitation, Sanskrit Declamation / Shlokacharan, Fine Arts Activities, Home Sc. Activities, Best Library user and Hosteller etc.

### Code of Conduct for Students

1. All the students should get their Identity Cards from College Library after their admission. It Should be signed by the Principal. Students must wear their Identity Cards during their stay in the college. It is the duty of a student to show her Identity Card if demanded by the Principal or any other lecturer/authority of the college. It should not be passed on to other students. In case of loss/damage/theft, a New Identity Card will be reissued to a student only on a payment of Rs. 100/- with the special permission of the Principal.
2. Students must read the notice board before leaving the college to get information about instructions/orders issued by the Principal from time to time.
3. Student must remain in discipline and it is their moral duty to show respect towards their teachers and elders.
4. Students are advised not to roam around in the varandahs or outside the classrooms under any circumstances so as to avoid disturbance in teaching class. Use of mobile in classes without teacher's permission is strictly prohibited. A fine of Rs. 500/- will be imposed on violation of this rule.
5. If any student is found violating any of the code of conduct or any other instructions displayed on notice board from time to time, the Principal will have the right to suspend/terminate the student from the college.
6. The girls should come to the college in dignified and proper dress.
7. Smoking and use of drugs in the college campus is a punishable offence.
8. Student are expected to protect college property and maintain the beauty of the campus by their appropriate actions.
9. Students are also advised not to sit on staircases to avoid inconvenience to others.
10. Not student should take part in any strike or provoke any other student to go on strike or any illegal activity whatsoever. Violation of this rule may attract stringent punishment.
11. If the teacher is on leave the students should to quietly to library and study books, newspapers/ periodicals.

12. Calling out any student from the class is undesirable and will be considered as an act of gross indiscipline. Parents must contact the office to call their wards from the class after explaining the emergency, involved. In such a case the student will be called by the office and allowed to meet the parents/guardians.
13. Students are not allowed to bring/invite outsiders in the college premises.
14. It is mandatory for all the students to be present in the college functions, failing in which will lead to the imposition of fine on them.

### ***Student Grievance Redressal Cell (SGRC)***

#### **Students Grievance Redressal Mechanism :**

- The student can put up her grievances in writing and drop it in complaint box or through college e-mail (akmshahabad@yahoo.com)
- The Grievance Cell acts upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell ensures that the grievance is redressed within fifteen days.
- Zero tolerance policy is there for guilty.
- There will be strict action against the false/unauthentic complaint.

### ***Anti-Ragging***

#### **Arya Kanya Mahavidyalya, Shahabad Markanda is a No Ragging & No Smoking zone.**

#### **Objective**

AKMV is dedicated to providing a safe and respectful environment for all students. Ragging, in any form, whether verbal, written, or physical, that results in teasing, mistreatment, or psychological harm to any student, is strictly prohibited and will be met with severe consequences. This policy outlines the behaviors considered as ragging, the consequences for those found guilty, and the commitment of college authorities to eliminate ragging.

#### **What constitutes Ragging**

Ragging includes one or more of any of the following actions:

- Any behavior by students, whether spoken, written or physical, that teases, mistreats, or handles a fresher or any student rudely.
- Rowdy or undisciplined activities by students that cause or are likely to cause annoyance, hardship, physical or psychological harm, or fear in any fresher or student.
- Asking a student to do something they normally wouldn't, causing them shame, torment, or embarrassment, affecting their physical or mental well-being.
- Actions by senior students that prevent, disrupt, or disturb the academic activities of any student or fresher.



- Using a fresher or any student to complete academic tasks assigned to another student or group of students.
- Financial extortion or forcing a fresher or any student to bear unnecessary expenses.
- Physical abuse, including sexual abuse, assaults, stripping, obscene acts or gestures, causing bodily harm or endangering health.
- Verbal or written abuse, public insults, deriving sadistic pleasure, or participating in the discomfort of a fresher or any student.
- Any act that affects the mental health and self-confidence of a fresher or any student, whether intended to derive sadistic pleasure or show power or superiority.

### Consequences

Anyone found indulging in ragging will face severe consequences, which may include:

- Expulsion from the college.
- Suspension from the college.
- Imposition of fines.
- Public apology.
- Collective punishment in cases where individuals responsible cannot be identified.

### AKMV Commitment to Eliminate Ragging

The college is committed to eliminating ragging in all its forms. This includes:

- Adhering strictly to the regulations and laws in force as per the direction of UGC and Kurukshetra University in accordance with Anti-Ragging Regulation 2009.
- Fostering a safe and respectful environment for all students.
- Ensuring that all students are aware of the anti-ragging policy and the consequences of engaging in ragging.

### Reporting Mechanism

Students are encouraged to report any instances of ragging to the college authorities. The college will ensure:

- Confidentiality of the complainant.
- Prompt and thorough investigation of all complaints.
- Appropriate action against those found guilty.

### ***Policy for Disabled Persons***

To create a disabled friendly, and barrier free environment, Arya Kanya Mahavidyalya, Shahabad Markanda is determined to provide/create :

1. A disable friendly environment with ramps for easy access to classrooms.
2. Disabled friendly washrooms.
3. A provision for enquiry an information in terms of human assistance, reader or a scribe as and when required.

## छात्राओं तथा उनके अभिभावकों के ध्यानार्थ प्रमुख नियम

### 1. न्यूनतम उपस्थिति

- ★ प्रत्येक विद्यार्थी के लिए प्रत्येक विषय की कुल उपस्थितियों में से 75 प्रतिशत उपस्थितियां अनिवार्य हैं अन्यथा वह विश्वविद्यालय की वार्षिक परीक्षा के लिए अयोग्य समझा जाएगा। अतः उसे विश्वविद्यालय का रोल नं० जारी नहीं किया जाएगा।
- ★ किसी एक या एक से अधिक विषयों में छः दिन लगातार या एक महीने में 15 दिन अनुपस्थित होने पर छात्रा का नाम महाविद्यालय से काट दिया जाएगा। प्राचार्या की अनुमति मिलने पर तथा 500/- रू. पुनः प्रवेश शुल्क जमा करवाने पर ही पुनः प्रवेश प्राप्त हो सकता है। पुनः प्रवेश केवल एक बार हो सकता है।

### 2. अवकाश

- ★ छात्रा निर्धारित फार्म पर ही छुट्टी का प्रार्थना पत्र दे सकती है। यह फार्म महाविद्यालय-कार्यालय से नकद भुगतान कर प्राप्त किया जा सकता है। अस्वस्थता (Medical) के अतिरिक्त अन्य सभी दशाओं में अवकाश आवेदन पत्र पहले जमा कराया जाना आवश्यक है। माता-पिता/ अभिभावक के हस्ताक्षर करवाना आवश्यक है। तीन दिन तक के अवकाश के प्रार्थना पत्र पर ट्यूटर अथवा कक्षा के किसी भी प्राध्यापिका के, 4 से 7 दिन तक के अवकाश के लिए विभागाध्यक्ष अथवा वरिष्ठ प्राध्यापिका के तथा सात से अधिक दिनों के अवकाश हेतु उप-प्राचार्या के हस्ताक्षर अनिवार्य है। अस्वस्थता-अवकाश (Sick Leave) के लिए डॉक्टर के प्रमाणपत्र सहित छुट्टी का प्रार्थना पत्र महाविद्यालय में लौटने पर तुरन्त जमा करा दिया जाना चाहिए।
- ★ ध्यान रखें कि अवकाश लेने पर अनुपस्थिति का जुर्माना नहीं लिया जाएगा, किन्तु इस अवकाश काल को उपस्थितियों की गणना में शामिल नहीं किया जाएगा। अतएव अवकाश के आधार पर न्यूनतम उपस्थिति तथा आंतरिक-मूल्यांकन (Internal Assessment) के अंकों में उपस्थिति का हितलाभ प्राप्त नहीं किया जा सकता। बिना प्रार्थना पत्र दिए अनुपस्थित रहने पर 5/- रुपये प्रति कक्षा जुर्माना होगा।

### 3. विश्वविद्यालय परीक्षा के लिए अनिवार्य योग्यता एवं आंतरिक कक्षा परीक्षाएं

- ★ प्रत्येक विद्यार्थी द्वारा आंतरिक-कक्षा परीक्षा देना और उसमें उत्तीर्ण होना अनिवार्य है, उक्त के अतिरिक्त दो हस्तलिखित Assignments प्रत्येक सैमेस्टर में प्रत्येक विषय में जमा करानी होगी। अन्यथा उसे विश्वविद्यालय की परीक्षा हेतु अयोग्य समझा जाएगा एवं रोल नं० जारी नहीं किया जाएगा।
- ★ महाविद्यालय में विषम सत्र (पहला, तृतीय, पांचवा) की आंतरिक परीक्षा सितम्बर/अक्तूबर में तथा सम सत्र (द्वितीय, चतुर्थ, षष्ठ) की आंतरिक परीक्षा मार्च/अप्रैल में ली जाएगी।

### 4. आंतरिक मूल्यांकन

प्रत्येक विषय (theory only) में आंतरिक मूल्यांकन (Internal Assessment) के अंक Class Test, Quiz, Seminar, Class Interaction etc. के आधार पर दिए जाएंगे।

### 5. प्रार्थना सभा :-

प्रत्येक सोमवार को पहले तीन कक्षाओं (पीरियड) के बाद प्रार्थना सभा आयोजित की जाएगी। जिसमें सभी छात्राओं का श्रद्धापूर्वक भाग लेना अनिवार्य होगा।

### 6. पहचान पत्र (Identity Card)

प्रतिदिन अपने साथ पहचान-पत्र लाना अनिवार्य है। पहचान पत्र के बिना महाविद्यालय प्रांगण तथा कक्षा में प्रवेश की अनुमति नहीं होगी। पहचान पत्र गुम हो जाने पर 100/- रुपये की राशि महाविद्यालय पुस्तकालय में जमा करवाने पर पहचान-पत्र की दोहरी प्रति बनवाई जा सकती है।

### 7. फीस भुगतान

विद्यार्थी को फीस तथा अन्य निर्धारित शुल्क निश्चित समय पर जमा करवाने होंगे अन्यथा बकाया राशि विलम्ब शुल्क सहित वसूली जाएगी। निर्धारित शुल्क पूर्ण रूप से जमा न करवाने पर विश्वविद्यालय परीक्षा हेतु रोल नं. जारी नहीं किया जाएगा।

### 8. पुस्तकालय सेवा का उपयोग :-

- ★ विद्यार्थी पुस्तकालय-कार्ड पर 07 दिन हेतु पुस्तकें निर्गमित (issue) करा सकते हैं। इस अवधि के बाद प्रत्येक निर्गमित पुस्तक पर तीन रुपये प्रतिदिन के हिसाब से विलम्ब शुल्क देना होगा।
- ★ पुस्तकालय कार्ड गुम हो जाने पर 100/- रुपये जमा करवाने पर पुस्तकालय कार्ड की दोहरी प्रति बनवाई जा सकती है।
- ★ पुस्तकालय की पत्र-पत्रिकाओं तथा पुस्तकों पर कुछ भी लिखना, निशान लगाना तथा पृष्ठ फाड़ना सख्त मना है।
- ★ पुस्तकालय में अनौपचारिक वार्तालाप पूर्णतया प्रतिबंधित है।
- ★ खुली पुस्तकालय व्यवस्था (ओपन शैल्फ सिस्टम) के अंतर्गत अलमारियों से निकाली गई पुस्तकों को देखने व पढ़ने के पश्चात् उन्हें अलमारियों में स्वयं न रख कर निकटतम मेज पर ही रहने दें।
- ★ पुस्तकालय का अधिकाधिक सदुपयोग करें।
- ★ पुस्तकालय में किसी प्रकार के खाद्य व पेय पदार्थ का सेवन वर्जित है।
- ★ अपनी पुस्तक पढ़ने के लिए पुस्तकालय में नवनिर्मित अध्ययन कक्ष में ही बैठें। पुस्तकालय की पुस्तक लेने की आवश्यकता होने पर ही पुस्तकालय में प्रवेश करें।
- ★ पुस्तकालय में प्रवेश करते ही उपस्थिति रजिस्टर पर हस्ताक्षर अवश्य करें, इसी आधार पर Best Library User का पुरस्कार प्रदान किया जाएगा।

### 9. महाविद्यालय छोड़ने का प्रावधान

- ★ विषम सत्र के आरम्भ में महाविद्यालय छोड़ कर जाने वाले विद्यार्थियों के लिए रजिस्टर से नाम कटवाना जरूरी है। ऐसा न करने पर उन्हें पूरी फीस देनी पड़ेगी। महाविद्यालय छोड़ने पर जमा कराए गए मूल प्रमाणपत्र यथाशीघ्र, किन्तु अधिक से अधिक छह मास में वापिस ले लिए जाने चाहिए। इस समय के बाद महाविद्यालय उत्तरदायी नहीं होगा।

★ सत्र के बीच महाविद्यालय छोड़ने पर सिक्यूरिटी के अतिरिक्त कोई भी राशि वापिस नहीं की जाएगी।

#### **10. प्रतिभूति (सिक्यूरिटी) की वापसी**

★ पिछले सत्र की प्रतिभूति मार्च मास की 15 से 30 तारीख तक वापिस ली जा सकती है। ध्यान रहे, इनमें से किसी भी तारीख को सार्वजनिक अवकाश होने पर महाविद्यालय का कार्यालय बन्द रहेगा। दिनांक 30 मार्च तक प्रतिभूति वापिस न लिए जाने पर वह जब्त कर ली जाएगी।

★ प्रतिभूति की वापसी के लिए विद्यार्थी को स्वयं प्रत्यक्ष रूप से महाविद्यालय के कार्यालय में उपस्थित होना पड़ेगा। किसी प्रकार के 'अधिकार-पत्र' से नियुक्त किसी प्रतिनिधि को प्रतिभूति की राशि का भुगतान नहीं किया जाएगा और न ही इसकी अदायगी मनीआर्डर/बैंक ड्राफ्ट इत्यादि के माध्यम से की जाएगी।

#### **11. सूचना पट (नोटिस बोर्ड)**

★ प्रतिदिन सूचना-पट अवश्य पढ़िए। आपकी जानकारी के लिए महाविद्यालय की विभिन्न गतिविधियों, योजनाओं, समारोहों और समाचारों की सूचनाएं, सूचना-पट पर लगा दी जाती हैं। सूचनाएं न पढ़ने की स्थिति में आप महत्वपूर्ण स्वर्णिम अवसरों का लाभ उठाने से वंचित रह सकते हैं। सूचना-पट न पढ़ने के कारण, सूचना न मिलने के आधार पर विद्यार्थी को होने वाली हानि व परेशानी हेतु महाविद्यालय प्रशासन उत्तरदायी नहीं होगा।

#### **12. पाठ्य व लेखन सामग्री**

★ कापी, पेन तथा प्राध्यापकों द्वारा अनुमोदित व निर्धारित पाठ्य पुस्तकें कक्षा में लाना आवश्यक है। इन के बिना कक्षा-कक्ष में जाने पर विद्यार्थियों के विरुद्ध अनुशासनात्मक कार्यवाही हो सकती है।

#### **13. दूरभाष का उपयोग**

★ कक्षाओं में चल-दूरभाष (मोबाइल फोन) का प्रयोग करना पूर्णतया वर्जित है। कक्षा में बिना शिक्षक की अनुमति के मोबाइल फोन इस्तेमाल करने पर 500/- रुपये का जुर्माना होगा। नितांत आवश्यक होने पर कार्यालय में नकद भुगतान कर सार्वजनिक दूरभाष सेवा का उपयोग कर सकते हैं।

#### **14. छात्रवृत्तियाँ**

★ विश्वविद्यालय, हरियाणा सरकार एवं अन्य संस्थाओं द्वारा जारी किए जाने वाली छात्रवृत्तियों की सूचना यथासमय सूचना पट पर उपलब्ध करवाई जाएगी।

★ अनुसूचित तथा पिछड़ी जाति की छात्राओं को सरकारी छात्रवृत्ति के फार्म समयानुसार भरना अनिवार्य है। अतः वे कार्यालय में अवश्य सम्पर्क करें।

★ अन्य जरूरतमंद छात्राएं प्रवेश के साथ ही आय प्रमाण-पत्र एवं अंक सूचियों के साथ प्रार्थना-पत्र कार्यालय में जमा करवाएं।

#### **15. वाहन खड़े करना**

★ वाहन अपने निर्धारित स्थान पर ही खड़े करें।

★ अपने वाहन को ताला लगा कर ही खड़ा करें।

- ★ वाहन का बीमा स्वयं करवा कर ही वाहन खड़ा करें।
- ★ नम्बर प्लेट रहित मोपेड, स्कूटर इत्यादि महाविद्यालय में मत लाएं।
- ★ 16 से 18 वर्षीय आयु वर्ग के विद्यार्थी केवल गियर रहित स्वचालित वाहन जैसे मोपेड, स्कूटी, स्कूटर इत्यादि ही ला सकते हैं।
- ★ वाहन धारकों के पास प्राधिकृत अधिकारी द्वारा निर्गमित उपयुक्त लाइसेंस होना भी अनिवार्य है।

### अपेक्षित सामान्य सभ्याचार

16. कक्षा से बाहर निकलते समय पंखे व लाइट बंद करें, ये राष्ट्र सेवा है।
17. पानी पीकर नल ठीक से बंद करें, उसे बहता न छोड़ें ये जल संरक्षण के लिए आवश्यक है।
18. महाविद्यालय में जहां भी रहें स्वच्छता बनाए रखें –
  - ★ रद्दी कागज, खाली प्लास्टिक लिफाफे आदि सब कूड़ा कूड़ेदान में डालें।
  - ★ शौचालय इस्तेमाल के बाद फ्लश अवश्य करें।
  - ★ कैंटीन में खाने के बाद अवशिष्ट डिज़्पोजेबल प्लेट आदि कूड़ेदान में डालें।
19. बरामदों में व्यर्थ घूम कर, अथवा उद्यान में बैठे हुए शोर मचा कर अध्यापन कार्य में बाधा डालना, दीवारों-फर्शों और डैस्क आदि पर लिखना अनुशासनहीनता है; इसे सख्ती से निपटा जाएगा।
20. अपने अध्यापकों के प्रति श्रद्धा रखते हुए पढ़ाई करें।
21. अपने से वरिष्ठ छात्राओं से तथा महाविद्यालय के शिक्षेत्तर कर्मचारियों से सम्मान से बात करें।
22. समय का सदुपयोग करें। सभी कक्षाओं में निर्धारित समय पर पहुंचें। रिक्त कालांशों (Free Period) में पुस्तकालय जाएं। गप्पबाजी में समय नष्ट न करें।
23. पोशाक की शालीनता का ध्यान रखें।
24. सुबह नाश्ता अवश्य खा कर आएँ, इससे आपका मस्तिष्क सक्रिय रहेगा और आप अच्छी पढ़ाई कर पाएंगी।
25. अपनी किसी भी स्वास्थ्य समस्या के लिए प्रत्येक शनिवार महाविद्यालय के महिला प्रकोष्ठ में सम्बन्धित डॉक्टर से बात करें।
26. Mentor ट्यूटोरियल में अवश्य जाएं तथा Group Discussion में खुलकर भाग लें। अपने Mentor teacher से अपनी समस्याएं भी सांझा कर सलाह ले सकती हैं।
27. घर से महाविद्यालय आते-जाते हुए सावधान रहें और अपनी सुरक्षा का ध्यान रखें।
28. महाविद्यालय में होने वाली पाठ्येतर गतिविधियों में उत्साहपूर्वक भाग लें, पाठ्यक्रम से अतिरिक्त पुस्तकें और समाचार पत्र पढ़ें, अपने व्यक्तित्व का विकास करें।
29. आपस में स्नेह से रहें। विवाद व झगड़े से बचें। ऐसी स्थिति उत्पन्न होने पर Grievance Redresal Cell को आवेदन करें।
30. रैगिंग एक संगीन अपराध है। किसी भी ऐसी घटना को बहुत कठोरता से निपटा जाएगा। अपने से कनिष्ठ छात्राओं से स्नेह से बात करें।
31. Sexual Harrament की स्थिति में सम्बद्ध प्राध्यापिका को शिकायत दर्ज करवाएं।
32. किसी भी प्रकार की हड़ताल में भाग लेने या अन्य अनुशासनहीनता की स्थिति में आपको महाविद्यालय से निकाला जा सकता है।
33. कोम्पडियम ध्यान से पढ़ें। तदनुसार नियमों का पालन करें। अन्य किसी भी विषय में प्राचार्या का निर्णय अन्तिम होगा।

## MEMBERS OF THE MANAGING COMMITTEE

<b>President</b>	Sh. Ram Lal Gupta
<b>Vice President</b>	Sh. Kuldeep Kumar Gupta
<b>General Secretary</b>	Sh. Ravinder Kumar Gupta
<b>Treasurer</b>	Sh. Vishnu Bhagwan Gupta
<b>Members</b>	Sh. Parveen Bansal Sh. Mohinder Prakash Kansal Mrs. Madhu Gupta Mrs. Raman Kanta Shama Sh. Manoj Bansal Sh. Anshul Bansal Sh. Kapil Kumar Gupta

## Staff Representatives in Governing Body

<b>Ex-officio</b>	Dr. (Mrs.) Aarti Trehan, Principal (Offg.) AKMV, Shahabad (M.)
<b>Teaching</b>	Dr. Anju, Asso. Prof. AKMV, SHD. (M) Dr. Poonam Siwatch, Asso, Prof. AKMV, SHD. (M)
<b>Non-Teaching</b>	Mr. Rajesh Anand, Dy. Supdt., AKMV, SHD. (M)



## MEMBERS OF THE MANAGING COMMITTEE

### President

Sh. Ram Lal Gupta

### Vice President

Sh. Kuldeep Kumar Gupta

### General Secretary

Sh. Ravinder Kumar Gupta

### Treasurer

Sh. Vishnu Bhagwan Gupta

### Members

Sh. Parveen Bansal

Sh. Mohinder Prakash Kansal

Mrs. Madhu Gupta

Mrs. Raman Kanta Shama

Sh. Manoj Bansal

Sh. Anshul Bansal

Sh. Kapil Kumar Gupta

### Ex-officio

Dr. (Mrs.) Aarti Trehan,  
Principal (Offg.) AKMV, Shahabad (M.)

## Staff Representatives in Governing Body

### Teaching

Dr. Mumtaz, Asstt. Prof., AKMV, SHD. (M)  
Dr. Priyanka Singh, Asstt. Prof., AKMV, SHD. (M)

### Non-Teaching

Mr. Rajesh Anand, Dy. Supdt.,  
AKMV, SHD. (M)

## Organized Activities : Some Glimpses



Editor : Dr. (Mrs.) Rajinder Kaur, Librarian