ARYA KANYA MAHAVIDYALAYA

Shahabad Markanda (Haryana)

Affiliated to Kurukshetra University, Kurukshetra

Estd. 1968

COMPENDIUM

THE COLLEGE MANUAL

2021-22

UG COURSES

B.A., BCA,
B.SC. FASHION DESIGNING
B.SC. (MEDICAL, N. MEDICAL, COMP. SC.)
B.COM. (GENERAL, COMP. APP.)

10 ADD-ON-COURSES
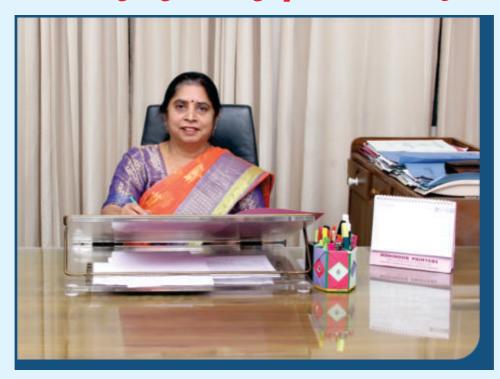
PG COURSES

M.A. (HINDI, ECONOMICS, FINE ARTS)
M.COM.
M.SC. COMPUTER SCIENCE (SOFTWARE)
PGDCA
M.SC. MATHEMATICS

From the Principal's Desk

I feel immense pleasure to welcome the enthusiastic and spirited young girls in the new academic session 2021-22 of Arya Kanya Mahavidyalya, Shahabad (M.), an institution that is serving the society for higher education of girls since 1968.

The green secure campus with wi-fi connectivity, solar power panels, modern digital classrooms, automated digital library, computer centre, indoor and outdoor ground facilities provides a fascinating learning atmosphere.

The college offers a broad range of undergraduate and postgraduate courses with the aim of imparting quality education by providing up to date modern technology and infrastructure. Co-curricular activities are organised by various clubs and societies to facilitate critical thinking and enable students to unveil their talent and empower them to become a responsible citizen.

New age education is dominated today by innovation, creativity and enterpreneurship. It is also important to orient young minds in understanding innovative learning practices. So the college offers various add-on courses for enhancing their knowledge.

I hope your academic journey in this illustrious institution will be a rewarding experience. I wish you good luck & success.

Dr. (Mrs.) Sunita Pahwa
Principal

समाचार संकलन (Arya Kanya Mahavidyalaya)

'प्रश्नोत्तरी प्रतियोगिता का ऑनलाइन किया आयोजन'

शाहाबाद मारकंडा, 18 दिसम्बर (मदन)। आर्य कन्या महाविद्यालय में एक भारत श्रेष्ठ भारत क्लब द्वारा तेलंगाना एवं हरियाणा के ऐतिहासिक, राजनीतिक, सांस्कृतिक, आर्थिक एवं भौगोलिक विषयों पर प्रश्नोत्तरी प्रतियोगिता का आयोजन किया। महाविद्यालय की प्राचार्या डाक्टर सुनीता पाहवा ने वर्ष भर ऑनलाइन आयोजित हुई

शाहाबाद में ऑनलाइन प्रतियोगिता में भाग लेती छात्राएं अन्य।

'छात्राओं को सड़क सुरक्षा की दिलाई शपथ'

'आर्य कन्या महाविद्यालय में हुआ वार्षिक पारितोषिक वितरण समारोह का आयोजन'

कालेज में छात्राओं ने स्वच्छता अभियान चलाया

शाहाबाद मारकंडा, 21 जनवरी (मदन): आर्य कन्या महाविद्यालय की एन.एस.एस. की छात्राओं ने नगरपालिका के सहयोग से महाविद्यालय के सफाई कर्मचारियों के साथ मिलकर बराड़ा रोड पर सफाई अभियान चलाया तथा कूड़े व गन्दगी के ढेरों को हटवाया। इस अवसर पर कालेज की प्राचार्या डा. सुनीता पाहवा, डा. सिमरजीत कौर, डा. मुमताज भी मौजूद थीं।

आर्य कन्या महाविद्यालय की छात्राएं बराड़ा रोड पर सफाई अभियान चलाते हुए।

'आर्य कन्या महाविद्यालय में ई रिसोर्सेज के प्रति किया जागरूक'

50 जगहों पर प्रोटोकॉल के साथ मनेगा अंतरराष्ट्रीय योग दिवस

एनएसएस समाज सेवा से जुड़ने का सशक्त माध्यम : डॉ. राणा

आर्य कन्या महाविद्यालय में स्वयं सेविकाओं ने श्रमदान कर मास्क बांटे

'स्वामी विवेकानंद जयंती पर राष्ट्रीय युवा सप्ताह का शुभारंभ'

'ओपन ऑनलाइन कॉलेज की दी जानकारी'

'करियर गाइडेंस वैबिनार का हुआ आयोजन'

भारत गतिविधि का किया ऑनलाइन आयोजन'

आर्य कन्या महाविद्यालय में तेलंगाना फूड फैस्टिवल का हुआ आयोजन

शाहाबाद मारकंडा, 21 जुलाई (मदन)। आर्य कन्या महाविद्यालय की प्राचार्या डा. सुनीता पाहवा ने बताया कि महाविद्यालय में एक भारत श्रेष्ठ भारत क्लब की मासिक गतिविधियों के अंतर्गत तेलंगाना फूड फैस्टिवल का आयोजन किया गया, जिसमें क्लब की विद्यार्थियों ने तेलंगाना में विभिन्न अवसरों पर बनाए जाने वाले व्यंजनों को बनाकर प्रस्तुत किया।

'यूनिवर्सल एक्सेस टू वैक्सीन एंड मैडिसिन पर हुआ वैबिनार'

आर्य कन्या महाविद्यालय में ऑनलाइन स्लोगन राइटिंग का किया आयोजन

नारी शिक्षित हो तो बन सकती है आत्मनिर्भर : डॉ.

कैरियर गाइडेंस एवं पर्सनैलिटी डिवैलपमैंट विषय पर प्रस्तुत किए विचार

'पोस्टरों व स्लोगन के माध्यम से लोगों को कोरोना बारे किया जागरूक'

शाहाबाद मारकंडा, 13 जनवरी (कोर्ति)। आर्य कन्या महाविद्यालय की एन.एस.एस. इकाइयों द्वारा चलाए जा रहे राष्ट्रीय युवा सप्ताह के दूसरे दिन स्वयं सेविकाओं ने ऑनलाइन पोस्टर व स्लोगन के माध्यम से कोरोना महामारी के प्रति लोगों को जागरूक किया।

आजादों द्वारा ऑनलाइन बनाए गए पोस्टर व स्लोगन। (आज)

आर्य कन्या महाविद्यालय में हुआ ऑनलाइन व्याख्यान प्रतियोगिता का आयोजन

भारत में आर्थिक तकनीकरण प्रभाव पर कॉलेज में आयोजन

'आर्य कन्या महाविद्यालय में रूसा के अंतर्गत नवनिर्माण कार्य का हुआ शुभारंभ'

देश को मजबूत बनाने में युवाओं की अहम भूमिका : बेदी

'पावर प्वाइंट व पोस्टर मेकिंग प्रतियोगिता का किया आयोजन'

शाहाबाद मारकंडा, 24 दिसम्बर (मदन)। आर्य कन्या महाविद्यालय में गामा एसोसिएशन द्वारा पावर प्वाइंट व

'योग करने से मिलती है मन को शांति : रोशन लाल'

आर्य कन्या महाविद्यालय में 'तेलंगाना दिवस' मनाया

कार्यशाला में ई-रिसोर्सेज के प्रति किया जागरूक

'कॉलेज में 7 दिवसीय एन.एस.एस. शिविर शुरू'

शाहाबाद, मारकंडा, 17 जनवरी (मदन)। आर्य कन्या महाविद्यालय में 7 दिवसीय एन.एस.एस. शिविर का शुभारंभ

'आर्य कन्या महाविद्यालय में हुआ ऑनलाइन प्रतियोगिताओं का आयोजन'

'स्वयं सेविकाओं ने कोरोना भगाओ, देश बचाओ जागरूकता रैली निकाली'

Organized Activities : Some Glimpses

Editor : Mrs. Rajinder Kaur, Librarian
Cover Page Design : Mrs. Kiran Khevaria, Asst. Prof. Fine Arts

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

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 the traditional courses in Humanities, Science and Commerce i.e. B.A., B.Sc. (Med., Non-Med.), B.Com. (Gen.) it provides education in job oriented and professional courses i.e. BCA, B.Sc. Computer Science, B.Sc. Fashion Designing, B.Com. Computer Application, B.A. Commercial Art, Designing & Painting, M.Sc. Computer Science and also ten Add-on Courses. The college also takes pride in running Post Graudate Courses of M.A. in Fine Arts, Hindi and Economics, M.Com., M.Sc. Computer Sc. (Software), PGDCA & 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, 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) Banglore re-accreditated 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)

	For U.G.	For P.G.
Admissions	06-09-2021 to 28-09-2021	24-09-2021 to 14-10-2021
1st Teaching Term (Odd Sem.)	**01-10-2021 to 25-01-2022**	**01-10-2021 to 25-01-2022**
Examinations	27-01-2022 to 15-02-22	27-01-2022 to 15-02-22
2nd Teaching Term (Even Sem.)	**17-02-2022 to 08-06-2022**	17-02-22 to 08-06-2022
Examinations	09-06-2022 onwards	09-06-2022 onwards

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

CODE NO'S OF ALL COURSES

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

Courses	1st & 2nd Sem.	3rd & 4th Sem.	5th & 6th Sem.
B.Sc. Medical	1001	2001	3001
B.Sc. Medical (SF)	1008	2008	3008
B.Sc. Non-Medical	1002	2002	3002
B.Sc. Non-Medical (SF)	1009	2009	3009
B.Sc. Comp. Sc.	1003	2003	3003
B.Sc. Fashion Designing	1004	2004	3004
B.Com. General	1005	2005	3005
B.Com. General (SF)	1010	2010	3010
B.Com. Com. Appli	1006	2006	3006
BCA	1007	2007	3007
M.Sc. Maths	9003	9004	
M.Com.	8001	8002	
M.A. Fine Arts	9001	9002	
M.A. Economics	4001	4002	
M.A. Hindi	5001	5002	
M.Sc. Computer Sci. (Software)	6001	6002	
PGDCA (Annual)	7001		

B.A. (Same Code Nos. in all Six Semsters)

Subject Combination	Code No.	Subject Combination	Code No.
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	**Economics, Com. Art, Designing and Painting**	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

Offg. Principal

Dr. (Mrs.) Sunita Pahwa, M.Sc., M.Phil., 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 (C)	M.A., M. Phil
Ms. Neha (C)	M.A., M.Phil Pursuing Ph.D.

Dept. of Hindi

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

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.
Mrs. Kiran Khevaria	M.F.A.
Mr. Mahesh Dhiman (C)	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

Ms. Deepa (C)	M.A.

Dept. of Economics

Mrs. Shikha Sabarwal (C)	M.A.(Eco.), MBA

Dept. of Music (V)

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

Dept. of Health & Physical Education

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

Dept. of Home Science

Ms. Archana Niranjan	M.Sc.
Dr. Ragni Mishra (C)	M.Sc., Ph.D.

Faculty of Fashion Designing

Ms. Akwinder (C)	B.Sc.
Ms. Harjeet (C)	I.T.I.
Ms. Himani (C)	M.Sc.

FACULTY OF COMMERCE

Dept. of Commerce

Dr. (Miss) Anju	M.Com., M.Phil, Ph.D.
Mrs. Veena	M.Com., M. Phil
Ms. Ankita Mehta (C)	M.Com., B.Ed.
Mrs. Rozy (C)	M.Com., B.Ed., Persuing Ph.D.
Ms. Rajni (C)	M.Com., M.B.A.
Ms. Shivani (C)	M.Com.
Ms. Ankita Hans (C)	M.Com., M.B.A.
Ms. Nishtha (C)	M.Com., B.Ed.

Faculty of Science

Dept. of Zoology

Dr. (Mrs.) Pushpa Sharma	M.Sc., Ph.D.

Dept. of Botany

Mrs. Kusha Gupta	M.Sc., M.Phil
Ms. Anjana (C)	M.Sc.

Dept. of Chemistry

Dr. (Mrs.) Sunita Pahwa	M.Sc., M.Phil, Ph.D.
Dr. (Mrs.) Aarti Trehan	M.Sc., Ph.D.
Ms. Neha (C)	M.Sc.
Ms. Shanky Sharma (C)	M.Sc.

Dept. of Physics

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

Dept. of Mathematics

Mrs. Hema Sukhija	M.Sc., Ph.D.
Ms. Nikita (C)	M.Sc.
Ms. Anmol (C)	M.Sc.
Ms. Ekta (C)	M.Sc.
Ms. Shivani (C)	M.Sc.
Ms. Shalini (C)	M.Sc.

Dept. of Comp. Science and Application

Mrs. Ritu Mittal	M.C.A.
Mrs. Swati Atri	M.C.A., Pursing Ph.D.
Mrs. Shelly (C)	M.Sc., B.Ed.
Mrs. Anuradha (C)	M.C.A., M.Com.
Ms. Rachita Kansal (C)	M. Tech. , Pursing Ph.D.
Ms. Nidhi (C)	M.Sc.
Mrs. Parvinder Kaur (C)	M.Sc.
Mrs. Surbhi (C)	M.Sc.
Ms. Ramandeep (C)	M.Sc.

Library Staff

Librarian

Mrs. Rajinder Kaur	M.Lib. Sc., M. Phil, M.A. Punjabi 3 yrs. Dip. in LCIS, Pursuing Ph.D.

Library Restorer

Mrs. Renu Sharma	B.A.

Library Attendent

Ms. Neha	M.Sc.

Hostel Warden

Mrs. Anita Rishi (C)	B.Sc. (Med.) B.Ed., M.A. (Sociology) & Diploma in Yoga

NON-TEACHING FACULTY

Office Establishment

Mr. Rajesh Anand	Dy. Supdtt.
Mr. Om Parkash	Clerk
Mr. Rajeev Gupta	Clerk (Accountant)
Ms. Sonia	Fee Clerk
Mrs. Gurpreet Kaur (C)	Clerk
Mr. Balwinder (C)	Clerk
Mr. Jatinder (C)	Technical Asst./Clerk

Technical Staff

Mr. Sunil Wadhwa	Physics Lab.
Mr. Sunil Dutt	Chemistry Lab.
Mr. Dalip Vats	Botany Lab.
Mr. Rajinder (C)	Chemistry Lab.
Mr. Rakesh Kumar (C)	Computer Lab.
Mr. Kapil (C)	Zoology Lab.

SUPPORTING STAFF

Sh. Lok Bahadur	Smt. Veena (C)	Mrs. Seema (C)
Sh. Dalip Vats	Sh. Suresh Kumar (C)	Mrs. Meena (C)
Smt. Sushma Rani	Sh. Om Parkash ©	Mrs. Mala (C)
Mr. Sukhwinder	Mr. Anuj (C)	Mrs. Saraswati (C)
Mr. Harbans		

Mobile Phones are strictly prohibited in the college campus.

WHOM TO CONSULT

➡ On Line Admission	Mrs. Ritu Mittal
➡ Time Table	Mrs. Sanjul
➡ Grievance Redresal & Complaint against Sexual Harassment	Dr. (Mrs.) Pushpa Sharma
➡ Convener Academics	Dr. (Mrs.) Pushpa Sharma
➡ N.S.S. & Red Ribbon Club	Dr. Mumtaj Dr. (Mrs.) Simarjeet Kaur
➡ N.C.C	Dr. (Mrs.) Jyoti Sharma
➡ 'Shakti Manch' The Women Cell	Dr. (Mrs.) Simarjeet Kaur
➡ Red Cross Society	Dr. (Mrs.) Pushpa Sharma
➡ Tutorials	Mrs. Sanjul
➡ Placement & Career Guidance Cell	Dr. (Mrs.) Hema Sukhija
➡ Leave upto Three Days	Your Tutor/Any teacher Teaching you
➡ Leave 4 to six Days	Faculty Head/Sr. Teacher
➡ Leave above 7 days	Dr. (Mrs.) Pushpa Sharma Mrs. Sanjul
➡ Medical Cell	Dr. Hema Sukhija
➡ Add-on-Courses	Mrs. Ritu Mittal
➡ Jagriti Manch - The Legal literacy & Equal Opportunity Cell	Dr. (Mrs.) Sonia Malik

➡ Scholarships & Concessions	Dr. Pushpa Sharma
➡ College Magazine	Dr. Jyoti Sharma
➡ Annual Report	Mrs. Rajinder Kaur
➡ College ID. Card	Mrs. Rajinder Kaur
➡ Literary Activities	Dr. (Mrs.) Bharti Sharma Dr. (Mrs.) Jyoti Sharma Dr. (Mrs.) Priyanka Singh Dr. (Mrs.) Simarjeet Kaur
➡ Dramatics	Dr. (Mrs.) Jyoti Sharma
➡ Fine Art Activities	Mrs. Santosh
➡ Home Science Activities	Miss Archana Niranjan
➡ Sports Activities	Dr. (Mrs.) Sonia Malik
➡ SC/BC & other scholarships, Exam. Forms	Mr. Jitender
➡ Results, D.M.C. & Roadways Bus Pass	Mr. Om Parkash
➡ Fee Fund & Fine Collection	Ms. Sonia
➡ Attestation, Character Certificate, Lecture shortage	Mrs. Gurpreet Kaur
➡ Leave Record of students	Mr. Balwinder

Public Information Officer :
Dr (Mrs) Sunita Pahwa
Offg. Principal
Arya Kanya Mahavidyalya
Shahabad Markanda
Ph. 01744-240172

Assistant Public Information Officer
Mr Rajesh Anand
Dy. Supdtt.
Ph. 94160-44094

First Appellate Authority :
Sh Ram Lal
President, Managing Committee
Arya Kanya Mahavidyalya
Shahabad Markanda
Mob. 9812451387

Convener
Anti-Ragging Committee
Dr. (Mrs.) Pushpa Sharma
Head, Dept of Zoology
Mob. 9896400793

महाविद्यालय में मोबाइल फोन का उपयोग पूर्णतया वर्जित है।

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 with 90 systems
- Availability of Audio-visual aids like LCD Projectors, Slide Projectors and over head Projectors and a good number of Audio-Visual Cassettes and CDs
- Auditorium
- Hostel with capacity of 80 students
- Sports facilities of Gymnasium, Yoga, Table Tennis, Badminton, Footbal, ZUDO, Handball, Hockey, Athletics, Kho-Kho and Kabbadi
- Water Coolers with Aqua Guards
- Full Power Back up through Generators & Online Inverters
- Solar Water Heating System in Hostel
- Computer Centre with Net Facility

- Career Guidance & Placement Cell with a separate counselling room
- 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
- Rain Water Harvesting System
- Departmental Rooms for teaching Staff.
- Electricity Producing Solar System

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 cordonation of attendance. Student has to complete 75% attendance excluding leaves.**

COURSES OF STUDY - DETAILED INFORMATION

Post-Graduate Courses

M.A. Economics

Papers in 1st Semester

1. Micro Economic Analysis - I
2. Macro Economic Analysis - I
3. Quantative Methods - I
4. Public Economics - I
5. Demography - I

Papers in 2nd Semester

1. Micro Economic Analysis - II
2. Macro Economic Analysis - II
3. Quantative Methods - II
4. Public Economics - II
5. Demography - II

Papers in 3rd Semester

1. Eco. of International Trade & Finance - I
2. Environment and Finance - I
3. Indian Economic Policy - I
4. Eco. of Growth & Development - I
5. Agricultural Economics - I

Papers in 4th Semester

1. Eco. of International Trade & Finance - II
2. Environment and Finance - II
3. Indian Economic Policy - II
4. Eco. of Growth & Development - II
5. Agricultural Economics - II

M.A. Hindi

Papers in 1st Semester

1. Bhasha Vigyan Avam Hindi Bhasha-I
2. Hindi Sahitya Ka Etihas -I
3. Adhunik Gadya Sahitya-I
4. Adhunik Hindi Kavya-I
5. Haryanvi Bhasha aur Sahitya-I

Papers in 2nd Semester

1. Bhasha Vigyan Avam Hindi Bhasha- II
2. Hindi Sahitya Ka Etihas - II
3. Adhunik Gadya Sahitya - II
4. Adhunik Hindi Kavya - II
5. Haryanvi Bhasha aur Sahitya - II

Papers in 3rd Semester

1. Prachin Avam Madhya Kalin Kavya-I
2. Kavya Shastra Avam Sahityalochan-I
3. Prayojan Mulak Hindi-I
4. Bharatiya Sahitya-I
5. Surdas-I

Papers in 4th Semester

1. Prachin Avam Madhya Kalin Kavya-II
2. Kavya Shastra Avam Sahityalochan - II
3. Prayojanatamak Mulak Hindi - II
4. Bharatiya Sahitya - II
5. Surdas - II

M.A. Fine Arts

Papers in 1st & 2nd Semester

1. History of Modern Western Art
2. Aesthetics & Art Appreciation
3. Portrait & Life Study (Practical)
4. Creative Composition (Practical)

Papers in 3rd & 4th Semester

1. History of Modern Indian Arts
2. Creative Composition (Practical)
3. Dissertation
4. Life Study (Practical)

Ragging is a punishable crime.

M.Sc. Mathematics

Papers in 1st Semester
1. M.M. 401   Advanced Abstract Algebra - I
2. M.M. 402   Real Analysis - I
3. M.M. 403   Topology
4. M.M. 404   Complex Analysis - I
5. M.M. 405   Differential Equations - I
6. M.M. 406   Practical - I

Papers in 2nd Semester
1. M.M. 407   Advanced Abstract Algebra - II
2. M.M. 408   Real Analysis - II
3. M.M. 409   Computer Programming (Theory)
4. M.M. 410   Complex Analysis - II
5. M.M. 411   Differential Equations - II
6. M.M. 412   Practical - II

Papers in 3rd Semester

Compulsory Papers
1. M.M. 501   Functional Analysis
2. M.M. 502   Analytical Mechanics and Calculus of Variations

Optional Papers :
3. M.M. 503   Opt. (i) Elasticity
4. M.M. 504   Opt. (i) Fluid Mechanics -I
5. M.M. 505   Opt. (i) Integral Equations
6. M.M. 506   Practical-III

Papers in 4th Semester

Compulsory Papers
1. M.M. 507   General Measure and Integration Theory
2. M.M. 508   Practical Differential Equations

Optional Papers :
3. M.M. 509   Opt. (i) Mechanics of Solid - II
4. M.M. 510   Opt. (i) Fluid Mechanics -II
5. M.M. 511   Opt. (i) Mathematical Aspects of Seismology
6. M.M. 512   Practical-IV

M.Sc. Computer Science (Software)

Papers in 1st Semester

Ms-15-11   Web Engineering
Ms-15-12   Data Structures And Algorithms
Ms-15-13   Software Engineering
Ms-15-14   Discrete Mathematical Structures
Ms-15-15   S/W Lab-I Based On Ms-16-11
Ms-15-16   S/W Lab - Ii Based On Ms-16-12
Ms-15-17   Seminar

Papers in 2nd Semester

Ms-15-21   Java Programming
Ms-15-22   Linux And Shell Programming
Ms-15-23   Theory Of Computation
Ms-15-24   Compiler Design
Ms-15-25   S/W Lab - III Based On Ms-15-21
Ms-15-26   S/W Lab - II Based On Ms-15-22
Ms-15-27   Seminar

Papers in 3rd Semester

Ms-15-31 Object Oriented Analysis And Design Using UML
Ms-15-32 Advanced Database Systems
Ms-15-33 Computer Networks
Ms-15-34 Advanced Operating Systems
Ms-15-35 S/W Lab - V Based On Ms^ 15-31
Ms-15-36 S/W Lab - VI Based On Ms-15-32
Ms-15-37 Seminar

Papers in 4th Semester

Ms-15-41   Advanced Web Technology
Ms-15-42   Computer Graphics
Ms-15-43   Advanced Computer Architecture
Ms-15-44   Elective
Ms-15-45   S/W Lab-Vii Based On MS-15-41
Ms-15-46   S/W Lab-Viii Based On MS-15-42
Ms-15-47   Seminar

M.Com.

Papers in 1st Semester

101 Organisational Behaviour
102 Business Environment
103 Managerial Economics
104 Company Law
105 Accounting for Managerial Decisions
106 Marketing Management

Papers in 2nd Semester

201 Human Resource Management
202 International Business Environment
203 Strategic Marketing
204 Financial Management & Policy
205 Corporate Accounting
206 Business Statistics
207 Viva-Voce cum Case Study

3rd Semester & 4th Semester

In M.Com 3r and 4 Semester, a student will take six papers in all comprising of one compulsory paper and five optional papers. The optional papers will be chosen in the following manner:

(i)   The' student will choose at least one paper (upto maximum three papers) of each Specialization: A, B and C as below:

   A)   Finance & Taxation

   B)   Marketing,

   C)   HRM & General Management.

(ii)   Each of the specializations comprises of two mutually exclusive Optional Groups (I & II) and the student has to choose only one Optional Group.

(iii)   If the student chooses more than one paper from same Specialization, it must be from within the three papers of the same Optional Group already chosen at (ii) above.   In 4lh semester, in addition to above six papers. MC-420 Viva Voce cum Case Study is a compulsory paper.

M.Com. 3rd Semester

Compulsory Papers

MC 301   Computer Applications in Business (50 Th.+30 Pr.+20 Int.)

SPECIALIZATIONS

A : Finance & Taxation

Note:- Choose any one optional group

Optional Group I (Finance & Taxation)

MC 302   Advanced Financial Management
MC 303   Security Analysis and
                 Investment Management
MC 304   Financial Institutions and Markets
                         OR

Optional Group II (Finance & Taxation)

MC 305   Fund Management in Banking
                 and Insurance Companies
MC 306   Merchant Banking and Financial Services
MC 307   Advanced Tax Laws and Practice

B: Marketing

Note:- Choose any one optional group

Optional Group I (Marketing)

MC 308   Marketing Research
MC 309   Advertising Management
 MC 310   Applications of Statistical
                 Methods in Business
                   OR

Optional Group II (Marketing)

MC 311   International Marketing
MC 312   Foreign Trade Policy & Procedures
MC 313   Retail Management

C : HRM & General Management

Note:- Choose any one optional group

Optional Group I (HRM & General Management)

MC 314'   Entrepreneurship Development:
MC 315   Business Ethics & Social Responsibility
MC 316   Human Resource Development

OR

Optional Group II (HRM & General Management)

MC 317   Management of Industrial Relations
MC 318   Cross-Cultural and Global Human Resource Management
MC 319   Compensation Management

M.Com. 4th Semester

Compulsory Papers

MC 401   IT and E-Commerce

SPECIALIZATIONS

A : Finance & Taxation

Note:- Choose any one optional group

Optional Group I (Finance & Taxation)

MC 402   Corporate Tax Planning and Management
MC 403   Project Planning and Control
MC 404   International Financial Reporting Standards

OR

Optional Group II (Finance & Taxation)

MC 405   Portfolio Management
MC 406   Multinational Financial Management
MC407   Stock Market Operations

B: Marketing

Note:- Choose any one optional group

Optional Group I (Marketing)

MC 408   Sales Management
MC 409   Services Marketing
MC410   Supply Chain Management

OR

Optional Group II (Marketing)

MC 411   Consumer Behaviour
MC412   Rural Marketing
MC413   International Economics

C: HRM & General Management

Note:- Choose any one optional group

Optional Group i (HRM & General Management)

MC 414   Corporate Governance
MC 415   International Human Resource Management
MC416   Event Management

OR

Optional Group II (HRM & General Management)

MC 417   Organizational Change and Intervention Strategies -
MC418   Strategic Human Resource Management
MC 419   Corporate Level & Centre Level Strategies
MC 420   Viva-Voce cum Case Study

POST-GRADUATE DIPLOMAS

P.G. Diploma in Computer Application (PGDCA)

Compulsory Papers :

1. Computer Organization & Networking Fundamentals
2. Problems Solving Through 'C'
3. Data Structures
4. Data Base Management System
5. Operating System
6. Software Lab-I Programming Using C
7. Software Lab - II Word, Excel, Access/SOL

UNDER GRADUATE COURSES

Important Note :

(a) **The subject of Environment Studies** has been included as qualifying paper in all Under-Graduate Courses (including professional courses also). The students will be required to qualify the same in T.D.A. Part I. But if she is unable to qualify it in 1st year, she can appear in this subject in 2nd year. If she fails to clear it in 2nd year, she again will have to appear in this paper in 3rd year. But she must clear this subject otherwise her final result will not be declared and degree will not be awarded. Each student will be required to secure minimum of 35% marks each in theory and practical paper/project report.

(b) **Compulsory paper of Computer Education Level-I :** Compulsory paper of computer Education has been introduced since 2009-10 by the orders of Govt. & University. All the students of U.G. classes will have to pass the Level-I (Certificate course in Computer Education) in Ist year. Level - II (Diploma course in Computer Education) and Level - III (Advance Diploma in Computer Education) can be passed in 2nd year & 3rd year respectively.

Following students will be exempted from this compulsory paper.

a) B. Com. I General & Comp. App.
b) B. Sc. Comp. Sci.
c) B.C.A.
d) B.Sc. Fashion Designing
e) Students who have passed any add on course relating to computer (i.e. Web Designing & Office Automation, Computer Animation, E-Governance)

B.Sc. Part I, II, III (Medical/Non Medical/Computer Science)

Compulsory Subjects for All :
(i) English in B.Sc.-I
(ii) Environmental Studies
(iii) Hindi or Sanskrit in B.Sc.-II
(iv) Computer Education (Level-I) (for Med.I/Non.Med. students)

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.C.A. (Bachelor of Computer Application)

Papers in 1st Semester

BCA-111 Computer and Programming Fundamentals

BCA -112 Windows and Pc Software

BCA -113 Mathematical Foundations-I

BCA -114 Logical Organization Of Computers - I

BCA -115 Communicative English

BCA -116 Programming in C

Papers in 2nd Semester

BCA -121 Advanced Programming in C

BCA -122 Logical Organization of Computers - II

BCA -123 Mathematical Foundations-II

BCA -124 Office Automation Tools

BCA -125 Structured System Analysis and Design

BCA -126 Personality Development

BCA -131 Lab -I Based on Bca-112 & BCA -124

BCA -132 Lab - II Based on Bca-116 & BCA -121

Papers in 3rd Semester

BCA -231 Object Oriented Programming Using C++

BCA -232 Data Structures

BCA -233 Computer Architecture

BCA -234 Software Engineering

BCA -235 Fundamentals of Data Base Systems

BCA -236 Computer Oriented Numerical Methods

Papers in 5th Semester

BCA -351 Web Designing Fundamentals

BCA -352 Operating System-I

BCA -353 Artificial Intelligence

BCA -354 Computer Networks

BCA -355 Programming Using Visual Basic

BCA -356 Multimedia Tools

Papers in 4th Semester

BCA -241 Advanced Data Structures

BCA -242 Advanced Programming Using C++

BCA -243 E-Commerce

BCA -244 Relational Data Base Management System

BCA -245 Computer Oriented Statistical Methods

BCA -246 Management Information System

BCA -251 Lab -I Based on BCA -231 & BCA -242

BCA -252 Lab - II Based on Bca-232 & BCA -241

Papers in 6th Semester

BCA -361 Web Designing Using Advanced Tools

BCA -362 Operating System-II

BCA -363 Computer Graphics

BCA -364 Internet Technologies

BCA -365 Advanced Programming With VB

BCA -366 Programming in Core Java

BCA -371 Lab -1 Based on BCA -351 & 361

BCA -372 Lab - II Based on BCA -355 & 365

B.Sc. Fashion Designing

Papers in 1st Semester

101   Basics of Design & Illustration (Th. & Pr.)
102   Basics of Sewing (Th. & Pr.)
103   Traditional Textile (Th. & Pr.)
104   Basics of Computer (Th. & Pr.)
105   English (As in other B.Sc. Courses)

Papers in   2nd Semester

106   Textile Chemistry (Th. & Pr.)
107   Concept of Fashion (Th.)
108   Fabric Construction (Th. & Pr.)
109   Garment Construction (Th. & Pr.)
110   English (As in other B.Sc. Courses)

Papers in   3rd Semester
201   Needle Craft (Pr.)
202   Pattern Making-1 (Th. & Pr.)
203   Computer (Pr.)
204   Knitting Technology (Th. & Pr.)
205   Sanksrit (As in other B.Sc. Courses)

Papers in   5th Semester
301   History of World Costumes (Th.)
302   Apparel Manufacturing Technology (Th.)
303   Pattern & Marker Making on Computer (Pr.)
304   Pattern Making-III (Pr.)
305   Project Report (Viva-voce)

Papers in   4th Semester
206   Textile Chemistry-II (Th. & Pr.)
207   Fashion Designing & Illustration (Pr.)
208   History of Indian Costumes (Th.)
209   Pattern Making-II (Pr.)
210   Garment Construction-II (Pr.)
211   Sanskrit (As in other B.Sc. Courses)

Papers in   6th Semester
306   Marketing & Merchandising (Th.)
307   Marketing & Merchandising (Pr.)
308   Line Development (Pr.)
309   Garment Construction-III (Pr.)
310   Internship (Viva-voce)

B.Com. General

Papers in Ist Semester
BC 101   Financial Accounting
BC 102   Micro Economics
BC 103   Principles of Business Management
BC 104   Computer Applications in Business
BC 105   Business Mathematics-I
BC 106*   Business Communication
* Internal Assessment based on Practical

Papers in 2nd Semester
BC 201 Financial Accounting II
BC 202 Macro Economics
BC 203 Fundamental of Marketing
BC 204   E-Commerce
BC 205 Business Mathematics - II
BC 206 Business Environment of Haryana
BC 207 Environment Studies (Qualify Paper)
* Internal Assessment based on Practical

Papers in 3rd Semester
BC 301   Corporate Accounting-I
BC 302   Business Statistics-I
BC 303   Business Laws - I
BC 304   Company Law-I
BC 305   Indian Financial System
Optional Subjects :
BC 306 (i)   Rural Marketing
        (ii)   Foreign Trade of India
        (iii) Net working & Web Designing

Papers in 4th Semester
BC 401   Corporate Accounting-II
BC 402   Business Statistics-II
BC 403   Business Laws-II
BC 404   Company Law-II
BC 405   Computerised Accounting System
Optional Subjects :
BC 406 (i) Advertising
        (ii) Entrepreneurship Development
        (iii) Accounting and Reporting Standards

Papers in 5th Semester
BC 501   Cost Accounting
BC 502   Financial Management
BC 503   Goods & Service Tax
BC 504   Income Tax-I
BC 505   Auditing
Optional Subject :
(i) BC 506 Supply Chain Management

Papers in 6th Semester
BC 601   Management Accounting
BC 602   Fundamental of Insurance
BC 603   Human Resource Management (I)
BC 604   Income Tax-II
BC 605   Business Environment
Options : 606 (i) Retail Management
         (ii) Corporate Governance

B.Com. Computer Application (Vocational)

Papers in Ist Semester
BC 101   Financial Accounting-I
BC 102   Micro Economics
BC 103   Principles of Business Management
BC 106   Business Communication
BC (Voc) 105 Comp. Fund. and Logical Org.-I
BC (Voc) 106 Business Data Processing & PC Software-I

Papers in 2nd Semester
BC 201   Financial Accounting-II
BC 202   Macro Economics
BC 203   Fundamentals of Marketing
BC 204   E-Commerce
BC(Voc) 205 Programming in 'C'
BC (Voc) 206 Business Data Processing & PC Software-II
BC 207   Environmental Studies (Qualify Paper)

Papers in 3rd Semester
BC 301   Corporate Accounting-I
BC 302   Business Statistics
BC 303   Business Laws-I
BC 304   Company Law-I
BC (Voc) 305 Data Structure
BC (Voc) 306 Fundamentals of Database Management
         System
BC (Voc) 307 On the Job Training Report

Papers in 4th Semester
BC 401   Corporate Accounting-II
BC 402   Business Statistics-II
BC 403   Business Laws -II
BC 404   Company Law-II
BC (Voc) 405 Programming in Java
BC (Voc) 406 Advanced Computer
              Applications

Papers in 5th Semester
BC 501   Cost Accounting
BC 502   Financial Management
BC 503   Goods & Service Tax
BC 504   Income Tax-I
BC (Voc) 505   Web Technology
BC (Voc) 506   System Analysis & Design
BC (Voc) 507   On the Job Training Report

Papers in 6th Semester
BC 601   Management Accounting
BC 602   Fundamental of Insurance
BC 603   Human Resource Management
BC 604   Income Tax -II
BC (Voc) 605   Advanced Computer Application
BC (Voc) 606   System Analysis & Design

B.A. Part I, II, III

(Subjects will remain same in all six semesters)

Compulsory Subjects
(i)   English   (ii)   Hindi
(iii)   Environmental Studies   (iv)   Computer Education Level - I

Elective Subjects *(Any two of the following)*
(i)   Sanskrit/Punjabi (ii) History/Economics (iii)Pol. Science   (iv)   Mathematics/Music (Vocal) /
Home Science / Comm. Art, Design & Painting / Health & Phy. Edu.

B.A. with Commercial Art, Designing & Painting (Restructured Course)

Compulsory Subjects :-

(i)   Commercial Art, Designing & Painting   (ii)   English

(iii)   Hindi (Comp.) in B.A. I & II only   (iv)   Environmental Studies

(v)   Computer Education Level - I in B.A. I only

Any one of the following Elective Subjects :-

(i) History   (ii) Pol-Science   (iii) Economics   (iv) Sanskrit   (v) Punjabi

CAREER-ORIENTED-ADD-ON-COURSES

As per U.G.C. scheme to link education with career the college has started the following 10 Add-on Courses. The objective of this scheme is to introduce career and market-oriented skill enhancing add-on-courses that have utility for job, self employment and empowerment of the students. At the end of three years, the students will be equipped with the certificate along with a conventional degree in Science/Arts/Commerce. There are 30 seats in each course.

Eligibility for Admission

Any bonafide student of this college studying in Under Graduate Course (B.A., B.Com., B.Sc., BCA) or Post Graduate Course is eligible to opt any of these Add-on-Courses. These career oriented Add-On Courses are of **CERTIFICATE LEVEL** (One year duration), **DIPLOMA LEVEL** (Two year duration) & **ADVANCE DIPLOMA** (Three year duration). Any student of under graduate and post graduate class can join certificate level course. The student passing certificate course can join Diploma course in relevant subject & the student passing Diploma course can join Advance Diploma course in relevant subject. Students also have liberty to pursue for three different certificate courses in three years or one certificate & one diploma course. Assessment & Exam. will be of 150 marks - Theory, Project & Practical of 50 marks each.

Add-on-Courses

(i)   Web Designing & Office Automation   (ii)   Office Management

(iii)   Fashion Designing   (iv)   E-Governance

(v)   Accounting Practice   (vi)   Audio Video Sound Recording

(vii)   Textile Designing   (viii)   Computer Animation

(ix)   Mass Communication   (x)   Functional English

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 Principal has right to cancel/reject admission of any candidate at any stage.**

स्वच्छ भारत, स्वच्छ महाविद्यालय

CASUAL STUDENTS

The students appearning 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 :-

a) **Class Test :-** A student shall not be eligible to appear in the University Examination unless she appears & pass the class tests.

b) **Two assignments :** Students are required to submit two assignments per subject in each semester in addition to Class Tests.

c) **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.

d) 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 or sessionals.

(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 headed by Principal with two staff members. **Needy students are to apply alongwith the affidavit of family income.**

LIST OF SCHOLARSHIPS 2020-21

1. Sh. Jagdish Chander Chadha of Detriot (USA) donated for fatherless girls   Rs. 13500/- (10 Scholarships of Rs. 200/- per month)

2. Ms. Ascharej Tuteja, Retd. Prof. of AKMV, SHD (M)   Interest of endowment fund donated scholarships for Needy students.   of Rs. 200000/- kept as F.D.

3. Dr. Bhagwan Dass Nirmohi Memorial Scholarship by Dr. (Mrs.) Bharti Bandhu, Principal Rs. 5000/- P

4. Sh. Brijesh Sharma memorial scholarship by Mrs. R.K. Sharma,   Rs. 2500/- Former Principal, AKMV, Ambala City

5. Sh. B.S. Sharma Memorial Scholarship by Mrs. R.K. Sharma, Ambala City   Rs. 2500/-

6. Sh. Ram Lal Gupta, SHD (M)   Rs. 1200/-

7. Lala Banu Ram Gupta (Freedom Fighter) Memorial Scholarship, by Sh. Kuldeep Gupta   Rs. 1200/-

8. Smt. Sulochana Devi Memorial Scholarship by Ms. Parvesh Gupta, Retd., Librarian, AKMV, SHD (M)   Rs. 1200/-

9. Sh. Babu Ram Arya Memorial Scholarship by Sh. Jag Prakash Arya, SHD (M)   Rs. 1200/-

10. Smt. Shanti Devi Memorial Scholarship by Sh. Vishnu Bhagwan Gupta, SHD (M)   Rs.1200/-

11.   S. Amrik Singh C/o M/s Ladha Singh Gopal Singh, SHD (M)   Rs. 600/-

12. M/s. Beni Parsad and Sons, Shahabad (M)   Rs. 600/-

13. Dr. Mamta   Rs. 2400/-

LIBRARY - FACILITIES AND RULES

1. Library books are issued to every student on Library Identity Card on computer. The number of books which a student can borrow will be as under :
   i) **M.A./M.Sc./M.Com./PGDCA : Four**   ii) **T.D.C. I, II, III : Two**

2. Meritorious students are allowed to get as many books issued from the Library as are recommended by the teacher concerned.

3. Any loss of books should be immediately reported to the Librarian and the matter may be settled within 10 days by either replacing the books or by paying postal expenses alongwith double cost of the book.

4. **Books will be issued for a period of 10 days (Books may be reissued for more seven days if not in demand). Delay will entail a fine of Rs. 3/- per book per day.**

5. Students on leave must arrange for the return of books in time.

6. Books issued from the library must be kept very carefully and in no case be underlined or disfigured. **If the book is already damaged in any form, it should be brought to the notice of the Librarian before getting the book issued,** otherwise, the person who returns the book will be held responsible for the damage.

7. Reference books, rare books and periodicals shall not be issued except for consultation in the Library premises.

8. **General books from the reference sections will be issued for overnight use only. The rate of overdue charges for such books will be Rs. 5/- per day.**

9. **The original holder of the Book shall be held responsible for the return of book.**

10. Students must be wearing their Identity Cards with them whenever they enter the College Library. They can be refused admission to the library or can be turned out of the library if they are not wearing the I-Card around their neck.

11. **If an Identity Card is lost by any student, the duplicate will be issued on payment of Rs. 100/-.**

12. Students are expected to read the Notices issued from time to time by the Principal/Librarian. No excuse will be entertained for ignorance.

13. The students are expected to observe perfect silence in the Library and not to disturb others in any way.

14. **Facility of photostat & print out of reading material from the books is available in the library.**

15. **Internet facility at 24 x 7 hours is also available in library.**

16. **E-resources through N-list can be accessed anywhere/anytime with login & password.**

17. **Student must sign at entry register on every visit to library.**

Career Guidance and Information Bureau

The college library subscribes to Vocational Guide, a fortnight bulletin issued by **Kurukshetra University Career Information and Service Bureau** which gives information on career and other topics to the students. It helps the students in choosing right career for them so that they may settle down in life and enjoy true happiness. There is also a career guidance cell in the college for this purpose which has sufficient literature available on the various career openings to the young graduates and post graduates in various disciplines.

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 anable 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. A member of the staff is incharge of it and sees to it that quality material is used in the canteen and rates are not more than market.

Hostel

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

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 plateform by organising talent finding day, inter college contests in Debate, Declamation, Poetic, Music, Fine Art and Home Science activities. The college has various Associations / Societies to develop their 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. Hockey, 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. Except that it 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 plantoon of SW has been alloted 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 paramillitary forces will be greately 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 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 on positive discrimination.

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 it inception.

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 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 shall 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 Tabacco 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 educated 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.

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.

Associations & Societies

There are associations, societies & clubs to encourage the students to take part in various activities and competitions like Drama, Dance, Quiz, Power Point   Presentation, Poster Making, Slogan Writing, Painting, Rangoli, Flower Decoration, Paper Reading, Shlokocharan,   Debate, Declamation, Poetic Recitation, Music, Tours, Social Service Projects, Sports, Blood Donation etc.

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

To maintain the strong emotional bonds with its old students Alumni Association has been formed. Old students meet is held in the campus every year with the name - 'Smritiyan'. We wish that they attend the function to refresh their memories and wish their Alma-matter good luck & progress. We also expect that they contribute to the progress of college through their suggestions, scholarships to needy and maritorious students and also help in their placements.

Healthy Practices

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

There is a student central association 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 is having the 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 in as mentor is entrusted with the assignment of interacting with a group of 50 students.

Healthcare of Students

The college provides medical facility to students. A renowned M.B.B.S. Doctor Ms. Manisha visits the college every Saturday at 9.30 a.m. to solve the problems relating to health of the students and staff. College also provides free medicines for general health problems. Series of talks is also organised for students to make them aware of different health issues.

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 made from the 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. Misuse of Mobile Phones in the college campus 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.

Anti-Ragging Measures

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

Ragging in educational institutions is banned. Any one indulging in ragging will be punished appropriately which may include expulsion from the college, suspension from the institution or classes for a limited period or fine with a public apology. If the individuals committing or abetting ragging are not identified, collective punishment can be awarded to act as a deterrent.

The following will be considered as acts of ragging :

Any disorderly conduct whether by words spoken or written or by an which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do in the ordinary course and which has the effect of causing generating a sense or shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. There have been no cases of ragging in the college. However, students should immediately contact the Principal in the event of ragging by senior students.

Note :

In this regard candidate and his/her parents has to furnish an undertaking/affidavit duly signed giving along with admission form.

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.

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 भवेत ।।

✪ ओ३म् द्यौः शान्तिरन्तरिक्ष शान्तिः पृथिवी
शान्तिराप: शान्तिरोषधय शान्तिः ।
वनस्पतय: शान्तिर्विश्वे देवाः शान्तिब्रह्म
शान्तिः सर्व शान्तिः शान्तिरेव शान्तिः
सा मा शान्तिरेधि।
ओ३म् शान्तिः शान्तिः शान्तिः ।

कॉलेज गान

मंदिर भी तू मस्ज़िद 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 मस्ज़िद भी तू........

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

Ragging is a punishable crime.

छात्राओं तथा उनके अभिभावकों के घ्यानार्थ 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। अत: उसे विश्वविद्यालय का रोल नं० जारी नहीं किया जाएगा।

★ किसी एक या एक से अधिक विषयों में छ: 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. पुन: प्रवेश शुल्क जमा करवाने पर ही पुन: प्रवेश प्राप्त हो सकता है। पुन: 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 टयूटर 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/- रूपये 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 नं. 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 मूल्याकंन**

प्रत्येक विषय (theory only) के आंतरिक मूल्यांकन (Internal Assessment) के 20 अंकों में से 4 अंक उपस्थितियों के आधार पर तथा 6 अंक आंतरिक परीक्षाओं के आधार पर भेजे जाएंगे। 10 अंकों का आंतरिक मूल्यांकन Assignments के आधार पर होगा, जो दो प्रति विषय प्रति सेमेस्टर जमा करवानी अनिवार्य है।

5. **प्रार्थना सभा :-**

   प्रत्येक सोमवार को पहले तीन कालांशों (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/- रूपये 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 14 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/- रूपये 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 चाहिएं। इस समय के बाद महाविद्यालय उत्तरदायी नहीं होगा।

Mobile Phones are strictly prohibited in the college campus.

★ 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 वापिसी 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

★ महाविद्यालय परिसर में चल-दूरभाष (मोबाइल फोन) का प्रयोग करना पूर्णतया वर्जित है। महाविद्यालय में मोबाइल फोन इस्तेमाल करने पर 1000/- रूपये 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 जाएंगी।

★ अनुसूचित तथा पिछड़ी जाति की छात्राओं को सरकारी छात्रवृत्ति के फार्म समयानुसार भरना अनिवार्य है। अत: 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 डिज़पोजेबल 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 पहुंचे । 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 आएं, 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 डॉ. जनक अरोड़ा 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 पढ़े, 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 पढ़े । तदनुसार नियमों का पालन करें । अन्य किसी भी विषय में प्राचार्या का निर्णय अन्तिम होगा ।

MEMBERS OF THE GOVERNING BODY

President	Sh. Ram Lal Gupta
Vice President	Sh. Mohinder Prakash Kansal
General Secretary	Sh. Ravinder Kumar Gupta
Treasurer	Sh. Vishnu Bhagwan Gupta
Members	Sh. Parveen Kumar Gupta
	Sh. Kuldeep Kumar Gupta
	Mrs. Madhu Gupta
	Mrs. Raman Kanta Shama
	Sh. Manoj Kumar Gupta
	Sh. Anshul Bansal
	Sh. Kapil Kumar Gupta
DGJE's Nominee	Dr. (Mrs.) Rekha Sharma
	Principal, Govt College for Women,
	Ambala City
V.C. Nominee	Dr. Abha Bansal
	Principal, S.A. Jain College, Ambala City
Ex-officio	Dr. (Mrs.) Sunita Pahwa,
	Principal (Offg.) AKMV, Shahabad (M.)
Staff Representatives (Teaching)	Dr. Anju, Asso. Prof. AKMV, SHD. (M)
	Dr. Poonam Siwatch, Asso, Prof. AKMV, SHD. (M)
Staff Representative (Non-Teaching)	Mr. Rajesh Anand, Dy. Supdt.,
	AKMV, SHD. (M)

Ragging is a punishable crime.