Govt. College Sector- 9, Gurugram



COLLEGE HANDBOOK

Academic Session 2026–27

A Guide to Academic Life, Campus Services, Rules, Regulations & Student Support



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gpgcsec9@gmail.com

https://www.instagram.com/govtcollegesec9?igsh=aGdja2Vic3Fld2Jq

https://youtube.com/@govt.collegesector-9gurugram?si=Djt9aPwdvur2P4Me

https://www.facebook.com/profile.php?id=61556377532985&mibextid=LQQJ4d

https://x.com/gc_sec9?t=DlOwsEoAv5b_NoGBxVVMgQ&s=08

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VISION

To nurture globally competent, socially responsible, and ethically strong individuals through strong industry tie-ups, practical internships, and committed social service.

MISSION

- To provide industry-relevant education, foster experiential learning through internships, and instill a spirit of social responsibility through active community engagement.
- Focus on academic excellence by adopting outcome-based education that aligns with evolving educational and industry standards.
- Build strong industry-institution collaborations to bridge the gap between academic learning and practical application.
- Encourage research, innovation, and entrepreneurship to create a dynamic and forward-thinking academic environment.
- Nurture a deep commitment to social responsibility and community service.



Dr. Neelam Dahiya, Principal

COLLEGE PROFILE

Establishment and Location

Govt. college, sector-9, Gurugram was ab initio established in the year 2004. Due to the growing demand for a college to accommodate the substantially increased number of students residing in the older part of the city and neighboring villages, the Haryana Urban Development Authority under the direction of the govt. of Haryana established this institution. It was inaugurated by the then Hon'ble Chief Minister of Haryana Ch. Om Prakash Chautala on Wednesday, 23rd august 2003. This institution embarked on its voyage in the academic session 2003-04. Initially the college offered admissions only in the humanities and commerce streams at the undergraduate level. However, soon, post-graduation in economics and mathematics were introduced. Along with this giant leap, honours courses in English and economics commenced in 2005.

The first job-oriented course i.e. bachelor in business administration was also introduced. Over the years new courses have been added. Presently the college offers undergraduate courses in arts, commerce and non-medical streams. Job-oriented courses – BBA, BCA and BTTM equip the young boys and girls for getting the lucrative jobs. The students are admitted as per guidelines issued by the Higher Education Department. By imparting analytic, value-based education the college has acquired a reputation of excellence in this region of haryana. The principal, the members of college fraternity, the ministerial staff and the support staff work tirelessly to make the college a coveted and sought after institution for higher learning.

Key Facts

- **Establishment Year:** 2004
- **Affiliation:** Gurugram University
- **UGC and AICTE :** Recognised
- **Type :** Government Institution
- **Location :** Sector 9, Gurugram, Haryana

CODE OF CONDUCT FOR STUDENTS

- Students should maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the college, and must abide by the rules and regulations of the college.
- Punctuality is key to success and thus students must adhere to the timetable for attending classes and other activities.
- Students must not indulge in any kind of ragging, harassment of any kind towards their peers in the college.
- Students should attend all major College Functions and participate in extra curriculum activities.
- Students must carry their Identity card inside the campus and must show the same whenever asked by the Disciplinary Committee of the college.
- Students must not indulge in any kind of ragging, harassment of any kind towards their peers in the college.
- Students must keep the cleanliness in the campus and through garbage in segregated dustbins. Spitting and littering in the campus should be avoided.
- Students should not misuse or damage items of property on the campus.
- Use of Mobile phones during lectures and in the Library is prohibited.
- During the conduct of lecture students should not loiter outside the classrooms or in corridors.
- Students are to respect the rights and dignity of every teaching and non-teaching staff member.
- Students not attending classes for more than a week should inform the Teacher In -charge about the reason for their absence.
- Students should park their vehicles in the designated parking area only.
- Consumption of intoxication substances and smoking is strictly prohibited.

CODE OF CONDUCT FOR FACULTY

- The Code of Conduct for teachers is governed by the Directorate of Higher Education Haryana, Statutes, Ordinances and Service Rules.
- To further the development of the institution, all teaching staff members are expected to collaborate with the head of the institution in an honest and ethical manner.
- Teachers are expected to prioritize the needs of the institution and to respect its regulations and procedures.

- Teachers are expected to carry out their responsibilities with honesty, commitment, and punctuality. Teachers have administrative, invigilation, and evaluation duties in addition to their teaching obligations.
- The working hours of teachers are Five hours and a half, along with any other additional duty assigned to them.
- Teachers need to sign the attendance register daily, at the time of entry and exit.
- Teachers are not allowed to take on jobs or activities outside of the institution that might conflict with their duties as professionals.
- Teachers are expected to follow policies regarding leave and give advance notice when taking time off.
- They are also expected to continuously pursue professional development through study, research, and attendance at seminars and conferences.
- Teachers are also expected to support and mentor students who are participating in extracurricular and co-curricular activities.
- Teachers are expected to respect each student's rights and dignity.
- Teachers are expected to treat every student equally, regardless of their religion, caste, socioeconomic status, or physical or social identity.

UNIVERSITY ACADEMIC CALENDAR 2026-27

FOR UNDER GRADUATE & POST GRADUATE PROGRAMMES	
EVENT	**DURATION**
ODD SEMESTER	
Admissions	
1st Teaching Term	01.08.2026 to 31.10.2026
Vacations (Diwali)	04.11.2026 to 11.11.2026
2nd Teaching Term	12.11.2026 to 04.12.2026
Preparatory Holidays	05.12.2026
Examinations	07.12.2026 Onwards
Winter Vacations	25.12.2026 to 04.01.2027
EVEN SEMESTER	
1st Teaching Term	07.01.2027 to 19.03.2027
Vacations (Holi)	20.03.2027 to 27.03.2027
2nd Teaching Term	29.03.2027 to 07.05.2027
Examinations	10.05.2027 Onwards
Summer Vacations	24.05.2027 to 30.06.2027

IQAC ACADEMIC/ACTIVITY CALENDAR 2026-27

Month	Department	Activity Particulars	Tentative Dates
July	All College	Admissions and Framing of Time Table	July and August-Admission classes-1st August onwards
	NSS	Tree Plantation	30July2026
August	Computer Science	Quiz	24th Aug-29th Aug 2026
	Commerce	Induction session	24th Aug-29th Aug 2026
	Economics	Induction session	24th Aug-29th Aug 2026
	Hindi	Group Discussion	24th Aug-29th Aug 2026
	English	Creative Writing Competition	24th Aug-29th Aug 2026
	Political Science	Departmental Orientation	24th-29th August 2026
	Geography	Poster making Competition	24 Aug-29 August 2026
	Sociology	Group Discussion	24 Aug-29 August 2026
	Psychology	Poster Making	24 Aug-29 August 2026
	Physics	Poster Making	24th Aug-29th Aug 2026
	Chemistry	Poster Making	24th Aug-29th Aug 2026
	Mathematics	Teacher Student interaction	25-30 Aug 2026
	Mass Communication	World Photography Day National Radio Day	19/08/2026 20/08/2026
	BTTM	Induction with new students	27 August 2026
	Women Cell	Stree Vimarsh	25-30 August 2026
	NCC	Independence Day Celebration	15 August
		Poster Making	11th Aug2026
	Social Service Cell	counseling session in old age home	24 to 29 Aug

	Placement Cell	SLPC Formation and Orientation	24- 25 Aug 2026
	Sports	National Sports Day Celebration	29th August
	Cultural	Swaranjali	14/08/26
	Eco Club	Harit Van Abhiyan	17/08/26-27/08/26
September	All College	Sessional -1	21st Sep-30th Sep 2026
September	Computer Science	Group Discussion	14th Sep-19th Sep 2026
	Commerce	Poster making and Speech competition	21st Sep-26th Sep 2026
	Economics	Quiz competition	21 st Sep - 26 th Sep 2026
	Hindi	speech competition	14 September
	English	Elocution	21st-26th Sep 2026
	Political Science	Group Discussion	21st-26th September2026
	Geography	Geographical Rangoli	21st-26 September 2026
	Sociology	Debate competition	21st-26th September2026
	Psychology	Slogan writing	21st-26th September2026
	Physics	Quiz	21st-26th Sep 2026
	Chemistry	Quiz	21st-26th Sep 2026
	Mathematics	Extension Lecture	22-28 sep 2026
	Mass Communication	Hindi Diwas National Doordarshan Day	14/09/2026 15/09/2026
	BTTM	Haryana Tourism Day celebration on September 1st. World Tourism day Celebration on 27 th September	01/09/2026 and 27/09/2026
	Women Cell	Srijani- Art and creative expression competition	20 September-25 September
	NCC	EBSB Camp	10 - 20 September
	NSS	NSS Day celebration	24 September 2026
	Social Service Cell	Awareness Program on cleanliness	28 to 30 sep
	Placement Cell	Extension Lecture	28-30th Sep 2026
	ICC	One day workshop on POSH	18/19 Sept 2026

	Alumni Association	Meeting of Alumni Body	15-23 sep 2026
	Cultural	Ras Manthan-Quiz on Indian Art , Culture, literature, Music, Dance	27 September- 30 September
	Eco Club	Pran Vayu Abhiyanshu An awareness lecturer on Air quality	17-19 September
October	Computer Science	1 Day Training Program, Powerpoint Presentation	12th Oct-17th Oct 2026
	Commerce	Essay writing competition and Workshop on AI , INNOVELLA	5th Oct-10th Oct 2026, 30th-31st Oct 2026
	Economics	Debate competition	12 th october- 17 october 2026
	English	Extension Lecture-Soft Skills	12th Oct-17th Oct 2026
	Political Science	Essay Writing	12th-17th October 2026
	Geography	Inter class Geography quiz Competition	12th-17th October 2026
	Sociology	Poster Making	20th to 25th October
	Psychology	Extension Lecture	20th to 25th October
	Physics	Essay Writing Competition	12th-17th October
	Chemistry	Essay Writing Competition	12th-17th October
	Mathematics	Student Presentation Seminar	20-25 October
	Mass Communication	National Advertising Day	14/10/2026
	BTTM	Extempore on various issues prevailing in Tourism Industry one day Excursion Tour/ Industrial Visit , Extension Lecture	03/04 Oct 2026 and 23/24 Oct 2026
	Women Cell	Gargi Manthan - Quiz competition on Women issues	5/10/26-10/10/26
	NCC	Preparation for RD Parade	Every Alternate Day
	NSS	say No to Drugs	08 October 2026
	Social Service Cell	Awareness Program on Air pollution	25 to 30 October

	Placement Cell	Workshop on Entrepreneurship	5th Oct-10th Oct 2026
	Sports	Intercollegiate Championship	as per sports calender
	ICC	Slogan Writing on POSH	15 Oct 2026
	Alumni Association	Interactive Alumni-Students Session	10-15 oct 2026
	Cultural	Nritya Dhara - Classical and folk dance competition	15/10/26-20/10/26
	Anti Drug Awareness		
	Eco Club	Urja Sanskaran Sankalp-Energy Conservation Campaign	25:10/26-30/5/26
	All College	Sessional-2	19th Oct-31st Oct 2026
November	All College	Diwali Break	4/11/26 to 11/11/26
November	Computer Science	Coding and Debugging	16 Nov - 21st November 2026
	Commerce	Management Games, Extension Lecture	16th Nov-21st Nov 2026
	Economics	Poster Making Competition	16 Nov - 21st November 2026
	Hindi	Quiz Competition	16th Nov-21st Nov 2026
	English	Literary Quiz	16th Nov-21st Nov 2026
	Political Science	Rapid Fire	16th-21st November 2026
	Geography	Geographical Diagrams	16th-21st November 2026
	Sociology	Quiz Competition	16th-21st November 2026
	Psychology	Counselling Session	
	Physics	Extension lecture	7-10th November 2026
	Chemistry	Extension lecture	7-10 th Nov 2026
	Mathematics	Career Counselling Session	10-15 Nov 2026
	Mass Communication	National Press Day World TV Day	16/11/2026 21/11/2026
	BTTM	Pre Deepawali Celebration by poster making. 3-4days Excursion Tour to Tourist places scattered in India	03/11/26 and 19-21 November 2026

	Women Cell	Udaan- Public Speaking Competition	22/11/26-26/11/26
	NCC	Camps and RD Parade preparation	Every Alternate Day
	NSS	Celebrated with guest lecture Constitution Day	25 November 2026
	Social Service Cell	Awareness Program on Road safety	20 to 25 November
	Placement Cell	Extension lecture	16th Nov-21st Nov 2026
	Sports	Annual Athletic Meet	1st week of November
	Alumni Association	Extension lecture	15-20 Nov 2026
	Cultural	Hastashilpa - Handicraft, Clay Modelling , Traditional Art	28-30 November
	Eco Club	Prakriti Samvaad- extension lecture on Nature	20-25 November
	All College	End Semester Examination	7/12/26 onwards
December	All College	Winter Vacations	25/12/26 To 4/1/27
January	Computer Science	Science Exhibition	As per DHE schedule
	Commerce	2 Extension Lectures- Financial awareness, Cyber security	27th Jan-30th Jan 2027
	Economics	Slogan Writing Competition	25 th January- 30 january 2027
	Hindi	Slogan Writing	25th-30th January 2027
	English	Debate on any Contemporary Topic	25th Jan-30th Jan 2027
	Political Science	Constitutional Awareness Programme	25th-30th January 2027
	Geography	District level Science Exhibition	25th-30 January 2027
	Sociology	Slogan Writing	25th-30th January 2027
	Psychology	Science Exhibition	
	Physics	Science Exhibition	As per DHE schedule
	Chemistry	Science Exhibition	As per DHE schedule
	Mass Communication	Bhartiya Patarkarita Diwas	29/01/2027

	BTTM	National Tourism Day Celebration on 25 January	25 January 2026
	Women Cell	Shakti Kavya- Poetry Recitation Competition	15 January to 20 January 2027
	NCC	Republic day Parade	26th January
	NSS	Yoga Session Organized by NSS	17January 2027
	Social Service Cell	Career counseling among school students	20 to 30 th Jan
	Placement Cell	Extension lecture	20-23 Jan 2027
	Sports	Intercollegiate championships	as per sports calender
	ICC	Extension lecture on POSH	09/10 Jan 2027
	Eco Club	Jeev Vividhta Utsav- Biodiversity Celebration	12-20 February
February	Computer Science	Aptitude Test, Chart Making	8th Feb- 13th Feb 2027
	Hindi	book review	20 February- 25 February
	English	Extension Lecture-Uses of AI for Literature Students	15th Feb-20th Feb 2026
	Political Science	Case Study	15th-20th February 2027
	Geography	Extension Lecture on the topic Remote Sensing and Sensing	15th -20th February 2027
	Sociology	Debate Competition	15th Feb-20th Feb 2026
	Physics	Extension lecture	15th Feb-20th Feb 2026
	Chemistry	Extension lecture	15th Feb-20th Feb 2027
	Mass Communication	World Radio Day	13/02/2027
	BTTM	Power point presentations by students	20 February- 25 February
	Women Cell	Ritu Swasthya - Poster making on Menstrual Health and Hygiene	20 February- 25 February
	NCC	B & C certificate examination	as per 5HR Bn schedule
	Placement Cell	Placement/ Job Fair Training	As per DHE schedule
	ICC	Awareness on POSH during Mentor-Mentee session	As per College Mentor Mentee Schedule

	Eco Club	Harit Gurukulam- Sustainable and environmentally responsible Campus Initiative	21- 28 February
	Commerce	Career Counselling Session	15th Feb-20th Feb 2027
	Economics	Article writing competition	20th - 28 th feb 2027
	Sociology	Speech Competition	20th - 28 th feb 2027
	Psychology	Counselling Session	20th - 28 th feb 2027
	Physics	Mini Project Competition	25-28th Feb 2027
	Chemistry	Mini Project Competition	25-28th Feb 2027
	Mathematics	National Science Day celebration	28 February
	NCC		
	NSS	7 day camp By NSS	5th Feb - 11th Feb 2027
	Social Service Cell	Awareness Program on Drug Addiction	25 to 28 feb
	Alumni Association	Extension lecture	23-28 Feb 2027
	Cultural	Vagvaibhav-Debate, extempore Competition	25-28 February
February	All College	Sessional-1	15thFeb-27th Feb 2027
	All College		
March	Computer Science	Extension / Guest Lecture	8th March- 13th March 2027
	Commerce	PPT Competition on Women entrepreneurs and Commerce Quiz	8th March, 15th-20th March 2027
	Economics	Poster making competition	8 th - 15 th March 2027
	Hindi	Debate Competition	8th March-13th March 2027
	English	Book Review Writing	8th March-13th March 2027
	Political Science	Debate Competition	8th-13th March 2027
	Geography	Group Discussion	8th-13th March 2027
	Sociology	Poster Making	8th March-13th March 2027

	Physics	PPT Competition	8th March-13th March 2027
	Chemistry	PPT Competition	8th March-13th March 2027
	Mathematics	Extension Lecture	15-20 March 2027
	BTTM	Holi Celebration,Extension Lecture	19 March 2027 and 12/13 March 2027
	Women Cell	Kaushalya - Any skill based workshop	20 March - 31 March
	NSS	cleanlinessdrive	20 March
	Placement Cell	Workshop on Personality Development	29-31 march 2027
	Alumni Association	Alumni Meet	27-31 March 2027
	Cultural	Shabdshilpa- Essay writing Competition	20-30 March
	Eco Club	Ritu- Santulan Samvad- lecture on Climate Change	25-30 March
March	All College	Holi Vacation	20/03/27 To 27/03/27
April	All College	Sessional-2	01/04/27 To 10/04/27
April	Computer Science	Slogan Writing	5th-10th April 2027
	Commerce	Extension lecture	19th- 24th April 2027
	Economics	Extension lecture	5 th - 10 th April 2027
	Hindi	poster making	23rd April
	English	Celebration of Shakespeare's Birth Anniversary	23rd April
	Political Science	Current Affairs Discussion	5th-10th April 2027
	Geography	Essay Writing competition on world water day	5th-10th April 2027
	Sociology	Group Discussion	20-24th Apr 2027
	Physics	poster making	20-24th Apr 2027
	Chemistry	Poster making	20-24th Apr 2027
	Mass Communication	National Public Relations Day	21/04/2027
	BTTM	Group Discussion	08/09 April 2027

	Women Cell	Nari Swabhiman- Photography Competition on " Women: Strength, Dignity and Identity."	25-30 April
	NSS	World Health Day celebration By Nss	7 April 2027
	Social Service Cell	Awareness Program on organ donation	8-15 April 2027
	Placement Cell	Placement Drive	TBD
	Cultural	Drishti- Photography Competition on 'India through my lens'	8-17 April 2027
	Eco Club	Jal Sanrakshak Sankalp- Awareness on Water Conservation	20-30 April
	Economics	Quiz competition	5 th april - 10 th april 2027
	Hindi	Revision of Curriculum and Problem solving	Before Exams/ 7th May
	English	Revision of Curriculum and Problem solving/ Rabindranath Tagore Birth Anniversary	Before Exams/ 7th May
	Political Science	Academic Recap	
	Geography	Map Entries	5th-10th April 2027
	Sociology	Quiz competition	5 th april - 10 th april 2027
	Physics	Quiz Competition	5th mayr-10th may 2027
	Mass Communication	Satyajeet Ray Birthday World Press Freedon Day/Cinema Day (Raja Harishchander) Hindi Patarkarita Diwas	02/05/2027 03/05/2027 .. 30/05/2027
	Women Cell	Stree Vimarsh- Discussion on Contemporary Women Issues	25 May to 30 May

	NSS	Poster making and Rally on Drug Abuse	25 May to 30 May
	Social Service Cell	Awareness Program on Gender sensitization	25 to 30 May
	Eco Club	Prakriti Darshan - Nature walk	20-30 May
	All College	**End Semester Examination**	**10/5/27 Onwards**
June	**All College**	**Summer Vacations**	**24/5/27 To 30/6/27**

COURSES/PROGRAMMES OFFERED

Undergraduate Programmes

1. Bachelor of Arts (B.A.)
   Duration: Max 4 Years (As per NEP)

   Subjects Offered:
   - English
   - Hindi
   - Political Science
   - History
   - Economics
   - Sociology
   - Geography
   - Physical Education
   - Psychology
   - Mathematics

2. Bachelor of Arts with Major in English
   Duration: Max 4 Years (As per NEP)

3. Bachelor of Arts with Major in Economics

Duration: Max 4 Years (As per NEP)

4. Bachelor of Science in Physical Sciences (B.Sc.)
   Duration: Max 4 Years (As per NEP)
   Subjects Offered:
   - Mathematics
   - Physics
   - Chemistry

5. Bachelor of Science in Life Sciences (B.Sc.)
   Duration: Max 4 Years (As per NEP)

   - Physics
   - Chemistry
   - Botany
   - Zoology
6. Bachelor of Science Major in Zoology (B.Sc.)
   Duration: Max 4 Years (As per NEP)

7. Bachelor of Commerce (B.Com.)
   Duration: Max 4 Years (As per NEP)

8. Bachelor of Business Administration (BBA)
   Duration: Max 4 Years (As per NEP)

9. Bachelor of Computer Applications (BCA)
   Duration: Max 4 Years (As per NEP)

10. Bachelor of Travel & Tourism Management (BTTM)
    Duration: Max 4 Years (As per NEP)

11. Bachelor of Journalism and Mass Communication (BA(JMC))
    Duration: Max 4 Years (As per NEP)

Postgraduate Programmes

1. Master of Arts in Economics
   Duration: 2 Years Subject Available: Economics

2. Master of Commerce (M.Com.)
   Duration: 2 Years Specializations: M.Com. (General)

3. Master of Arts in Sociology
   Duration: 2 Years

4. M.Sc. Mathematics
   Duration: 2 Years

5. MCA (Master of Computer Application)
   Duration: 2 Years
6. M.Sc. Physics
   Duration: 2 Years
7. M. Sc. Chemistry
   Duration: 2 Years

DEPARTMENTS WITH FACULTY

Commerce	Dr. Mukesh Kumar Sharma
	Mr. Sandeep Yadav
	Dr. Vandana Dangi
	Dr. Kaushal Kumari
	Dr. Mukesh
	Ms. Ritu
	Ms. Pooja
	Ms. Anita Nihaliya
	Ms. Anuradha
	Dr. Bhavana Yadav
	Dr. Shubhra Jain
	Mr. Jagdish Chand
	Ms. Kavita Dua
	Ms. Latika Gauba
	Ms. Minakshi
	Ms. Nisha Rani
	Ms. Priya Sharma
	Ms. Ritu Phogat
	Ms. Shaili Soni
	Ms. Shilpa Thakral
	Ms. Swati Bansal

Computer Science	Ms. Venu
	Ms. Priyanka
	Ms. Rakhi Soni
	Mr. Sanjay Katyal
	Ms. Madhu Kashania
	Dr. Renu Saini
	Dr. Pooja Rani
	Mr. Rajesh Kumar
	Dr. Jyoti Rani
	Dr. Kanta
	Dr. Lalita Devi
	Ms. Monika Yadav
	Ms. Sheela
	Ms. Ritu Sharma
	Ms. Seema
	Ms. Hema Jandsalar
Economics	Dr. Rajesh Kundu
	Mr. Bahadur Singh
	Ms. Reshma Yadav
	Dr. Meenu Mendiratta
	Ms. Monika Yadav
	Ms. Nirupma

	Ms. Parul Sharma
	Dr. Savita
English	Dr. Meenakshi Dalal
	Dr. Lalita Gaur
	Ms. Vandana Yadav
Hindi	Ms. Pooja Singh
	Ms. Kavita Yadav
Geography	Mr. Ajay Kumar
	Dr. Isha Kaushik
	Dr. Savita Dahiya
	Ms. Anjali Pandey
	Ms. Payal
	Ms. Poonam Yadav
Math	Dr. Harish Kumar
	Ms. Reena
	Mr. Rohit Sharma
	Dr. Nisha Yadav
	Ms. Somi Devi
	Ms. Mohita Sharma
	Ms. Vijayveer
Physics	Dr. Mukesh Kumari
	Dr. Raman

	Dr. Kalyani
	Mr. Vikas
Physical Education	Dr. Satish Yadav
Sociology	Dr. Monika Sehrawat
	Mr. Ravi Deshwal
Tourism Mgmt.	Dr. Anjana Sharma
	Mr. Ravi Kumar
	Dr. Pardeep Singh
	Dr. Brijesh Kumar
Psychology	Dr. Sonika Dangi
	Dr. Satyam Bhambhu
	Dr. Sangeeta
Political Science	Ms. Gitisha
Mass Communication	Dr. Subhash
Chemistry	Mr. Mohit
	Mr. Ashish
	Dr. Alka
	Dr. Meena Rani
	Dr. Pooja Rani

ADMINISTRATIVE STAFF

Name (Sh. /Smt.)	Designation
Mukesh Kumar	Dy. Supdt
Jitender	Assistant
Shakuntala	JLA
Devdatt Sharma	Clerk- OS Part-II
Mahender	Library Att.
Deepak Kumar	Computer Lab Attendant
Birender Kumar	L.A- OS Part-II
Anita Yadav	Restorer- HKRN
Arun Yadav	Restorer- HKRN

NON- TEACHING STAFF

Name (Sh. /Smt.)	Designation
Rohit Kumar	Sweeper
Jai Bhagwan	Chowkidar- OS Part-II
Reshma	Peon- OS- Part-II
Maninder	Chowkidar- OS Part-II
Sumit	Peon-cum-chowkidar-HKRN
Dharmender	Mali- HKRN
Dalbir	Mali- HKRN
Vicky	Sweeper- HKRN
Vivek Kumar	Sweeper- HKRN
Jagbir	Sweeper- HKRN
Pooja	Sweeper- HKRN

DEPARTMENT WISE TIME TABLE

TIME TABLE COMPUTER SCIENCE SESSION 2026-27, ODD SEMESTER

Teachers\ Timing	9:00 - 10:00	10:00 - 11:00	11:00 - 12:00	12:00--1:00	1:00 -2:00	2:00-3:00	3:00 -4:00
MCA IST SEM	SSOS (1-3) PRIYANKA COMP FUND. & C(4-6) RAKHI AC	AI (1-3) ARZOO VAC (4-5) VENU AC	<-----PRACTICAL----> C, G1 ,G2, G3 RAKHI (1-3) SSOS, G1,G2, G3 PRIYANKA(4-6) AI, G1,G2,G3 VENU (1-3) DSE, G1, G2 VENU (4-6) L1		DSE THEORY(1-2) PRIYANKA L1 MDC (4-6) MDC SOCIO (3-4) R-13	AEC (2) JYOTI GAUR ENG DEPT	
MCA IIIRD SEM	<--------Practical----------> SE G1, G2, G3 PRIYANKA (4-6) L1 DCN G1, G2, G3 SANJAY (4-6) DIGITAL LOUNGE SEC G1, G2, G3 SANJAY (1-3)) DIGITAL LOUNGE DSE G1, G2,G3 RAKHI (1-3) L1 SEMINAR DR NEELAM DAHIYA(4-6) PRINT MEDIA LAB		DCN(1-3) SANJAY CSA TUT(4-5) RAKHI R20	CSA(1-3) SANJAY VAC(4-5) RAKHI R20	SE (1-3) VENU SEC TH(4) RAKHI DSE THEORY(5-6) SANJAY L4	MDC(4-6) MDC SOCIO(2) R-13	
PG MDC IST SEM					MDC(4-6) PRIYANK		

					A L1		
PG MDC IIIRD SEM						MDC(5-6) MADHU L1	
BCA A IST SEM	PC SOFT.(1-2) LOC (3-4) KANTA R20	FUND. PROG. C (1-2) MONIKA SEC (3-4) MADHU R20	<----------PRACTICAL----------> PC SOFT POOJA L2 FUND. PROG. & C MADHU L2 MIC PRACTICAL MONIKA DIGITAL LOUNGE (G1 G2 G3 G4 G5 G6)		VAC (3-4) MIC(5) JYOTI R20	AEC 1(1-2) ENG DEPT MDC(4-6)	
BCA B IST SEM	PC SOFT(4-6) POOJA FUND. PROG. C(1-2) MADHU R18	SEC (1-2) MADHU LOC(4-5) MONIKA R18			MIC(6) VAC(1-2) JYOTI R20	AEC 1(1-2) ENG DEPT VAC(3) RAJESH R18 MDC(4-6)	
BCA A IIIRD SEM	OS(1-2) RITU WEB DESIG.(4-6) RAJESH	MINOR (1-2) KANTA OOPS (4-6) RITU L5	<-------PRACTICAL-------> OOPS KANTA L3 WEB DESIG RITU L3 OS RAJESH L4 G1 G2 G3 G4 G5 G6			MDC (1-3) AEC (4-5) ENG DEPT	

	L5						
BCA B IIIRD SEM	OOPS(3-5) RITU R15	OS(1-2) RAJESH L3			WEB DESIG(1-2) RENU R15 MINOR (3-4) LALITA L5	MDC (1-3) AEC (4-5) ENG DEPT	
BCA A VTH SEM	VOC TUT(5-6) JYOTI OS1	VOC(4-5) OS2 CG(1-3) R15 SHEELA VOC TUT(6) R20 JYOTI	<-------PRACTICAL-------> (1-4) CG SHEELA L4 PYTHON ARZOO L5 ALGO LALITA L5 L5		ALGO(1-2) LALITA L5		
BCA B VTH SEM	CG(1-3) VOC TUT(4-6) ARZOO L3	ALGO(4-6) LALITA R15					
			PYTHON(5-6) JYOTI L5	PYTHON(5) JYOTI L5	PYTHON(1-3) ARZOO R18 VOC(5-6) SHEELA L2		
BAJMC IST SEM	COMP APP FOR MASS MEDIA (1-3)						

	BAJMC LAB RAJESH						
UG MDC IST SEM	MDC PRACTICAL (1-6) RENU L4					SECTION A (4-6) SHEELA R12 SECTION B (5-6) MONIKA R18	
UG SEC (BA) IST SEM	SEC PRACTICAL (1-6) SEEMA HEMA L2				SEC THEORY LALITA SEC A L5 MONIKA SEC B R15 (5-6)		
UG MDC IIIRD SEM						SECTION A (1-2) SHEELA R12 SECTION B (1-3) LALITA L5	
BTTM IST SEM		APPLICATION OF COMP. THEORY (1-3) POOJA BTTM DEPT					

BTTM 7TH SEM			DIGITAL MARKETING (3-4) RENU R18		RESEARCH METHODOLOGY (1-3) VENU ALUMINIUM CABIN COMP. DEPT		
B. Sc Physical Sciences IST SEM			MINOR(5-6) RENU R18				
B. Sc Physical Sciences IIIRD SEM	MIC (1-2) POOJA R15						
BA ENG HONS IST SEM	SEC PRACTICAL (1-4) JYOTI L4		VAC(1-2) RENU R18		SEC THEORY (5-6) KANTA R18		

TIME TABLE BACHELOR OF SCIENCE SESSION 2026-27, ODD SEMESTER

Time / Class	9–10	10–11	11–12	12–1	1–2	2–3
B.Sc. 1st Sem	MDC (UG) Chemistry Practical (4–6) Lab–2, Meena SEC (UG) (LS) Practical (1–3) Lab–2, Pooja Major Chemistry Practical (1–6) Lab–1, Alka		SEC Chem. Theory (LS) (3-4) Lab–2, Alka	Major Chem. Theory PS1–3) Alka LT–1 LS (4–6) Mohit Lab–2 Minor Theory (5,6) Meena LT–3		MDC (UG) Ist Theory (3–4) LT–1, Alka VAC UG1 (3–4) LT–2, Pooja
B.Sc. IIIrd Sem			Chem. Major Practical (1) Pooja Lab–1 (3–6) Aashish Lab–1 MDC (UG) Theory Practical (1) Aashish Lab–2		Major Chem. Theory LS(1–3) Pooja LT–2 PS (4–6) Aashish LT–2	MDC 2nd yr Theory (5–6) LT–2 Aashish

B.Sc. Vth Sem	VDC (LS) (1–3) LT–3 Meena	Major Chem. Theory (LS + PS) (1–3) LT–3 Meena			Major Practical (1–6) Lab–1, Mohit (LS) VOC Practical (1–2) Lab–2, Alka	

TIME TABLE MASTER OF SCIENCE SESSION 2026-27, ODD SEMESTER

Time / Class	**9–10**	**10–11**	**11–12**	**12–1**	**1–2**	**2–3**
M.Sc. 1st Sem.	Lecture–1 (1–3) LT–1 Mohit DSE Theory (4),LT–3, Pooja	Lecture–2 (1–3) LT–2 Aashish	Lecture–3 (1–3) LT–1 Meena AEC Theory (4,5) LT–1, Mohit AEC Theory (3), LT–3, Pooja		Major Practical Lab–2 (3) – Aashish, (4,5) – Meena M.Sc. AEC Theory (6), Pooja Lab–2	DSE Theory (6), Pooja Lab–2

TIME TABLE COMMERCE SESSION 2026-27, ODD SEMESTER

Class	09.00-10.00 1ST	10:00-11:00 2ND	11:00-12:00 3RD	12.00-01:00 4TH	1:00-2:00 5TH	02:00-03:00 6TH
M.Com. 1st A Semester		Advanced corporate accounting (1-3) L-7 Dr. Kaushal	Organizational Behavior (1-4) Dr. Kavita OS AEC-Communication SkillsDr. Bhavana (6th day) R-5	Ethics, corporate governance, and stability (1-4) Dr. Mukesh R-12 AEC-Communication Skills Dr. Bhavana (6) Lab 7	Financial management and policy (1-4) Dr. Vandana Business ethics based on Indian Knowledge system (5-6)Dr. Mukesh R-OS	MDC (4-6) (Int. to Economics) R-9
M.Com. 1st B Semester	Business ethics based on Indian Knowledge system (5-6) Dr. Mukesh L-7	Advanced corporate accounting (5-6) L-7 Dr. Kaushal	Organizational Behavior (1-4) R-6 Dr. Kaushal	Financial management and policy (5-6) Dr. Vandana	Ethics, corporate governance, and stability (1-4) R-OS1 Dr. Mukesh	MDC (4-6) (Int. to Economics) R-9 AEC-Communication Skills Dr. Bhavana (1-2) L-7
M.Com. 3rd Semester	Seminar(G-3) (3-4) Dr. Mukesh Lab -7	DSC-Multinational financial mgmt. (1-3) Dr. Vandana MDC Drivers of Indian economy towards Viksit Bharat (4-6)	Corporate taxplanning & management (1-4) R-3 E-Filling of returns (5-6) L-7 Dr. Mukesh Sharma	Business research methods (1-4) Dr. Vandana Seminar (G-4) (5-6) Dr. MukeshR-12` `	Security analysis and portfolio mgmt. (1-2) Dr. Vandana Seminar (G-1) (3-4) Seminar (G-2) (5-6) Dr. Mukesh Sharma Lab-7	Business communication & presentation skills (5-6) Lab 7 Dr. Bhavana MDC (1-3)

Pass 1st Semester B.com. Section A	Business organization and management (1-4) Fundamentals of business services (5-6) Dr. Kavita OS 2	Financial accounting (1-5) Computerized accounting system (6) Ms. Priya R-4	VAC (1-2) Environmental studies	Business environment (1-4) Ms. NishaR-5 Computerized accounting system (6) Ms. Priya R-6	Computerized accounting system (4-6) Dr. Kavita OS	AEC 1-2) MDC (4-6) R-1
B.com. Pass 1st Semester Section B	Business organization and management (1-4) Fundamentals of business services (5-6) R-5 Ms. Nisha Rani	Financial accounting (1-5) Dr. Kavita OS 2	VAC (5-6) Environmental studies	Computerized accounting system (1-6) Ms. Ritu OS	Business environment (1-2) R-8(3) OS (4) R-1 Ms. Shilpa	AEC (1-2) MDC (4-6) R-
B.com. Pass 1st Semester Section C	Business organization and management (1-4) Fundamentals of business services (5-6) Sh. Jagdish Chand OS 1	Computerized accounting system (1-6)Ms Ritu OS	Financial accounting (1-5) R-1 Ms. Nisha	VAC(3-4) Environmental studies	Business environment (1-3) Ms. Minakshi R-11 6th (Shaili Soni) os	AEC (1-2) MDC (4-6) R-
B. Com Pass 1st semester Section D	Business organization and management (1-4) Fundamentals of business services (5-6) Ms. Latika R-1	VAC (1-2) Environmental studies	Computerized accounting system (1-6) Ms RituOS	Financial accounting (1-5) Business environment (6) R-11 Ms. Pooja	Business environment (4-6) R-11 Ms. Minakshi	AEC (1-2) MDC (4-6) R-

B. Com Pass 1st semester Section E	Financial accounting (1-5) Ms. Shaili Soni R-6	Business environment (1-4) Fundamentals of business services (5-6) R-5 Dr. Shubhra	VAC (3-4) Environmental studies Computerized accounting system (6) R-1 Ms. Nisha	Computerized accounting system (1-4) Sh. Jagdish Chand OS Ms. Nisha (5-6) R-5	Business organization and management (1-4) Dr. Kaushal R-5	AEC (1-2) MDC (4-6) R-
B.com. Pass 3rd Semester Section A	Corporate governance (1-6) Ms Pooja R-2		Corporate Accounting (1-3) R-8 Dr. Swati	Q T for Business (1-5) Ms. Minakshi R-4	Corporate Law (4-6) Sh. Sandeep (R-2)	Corporate Law (3rd Day) Sh. Sandeep (R-2) MDC (1-2) R-4 AEC (5-6)
B.com. Pass 3rd Semester Section B		Q T for Business (1-5) Ms. Minakshi R-12 Corporate Law (6th Day) Sh. Sandeep (OS)	Corporate Accounting (4-6) (R-8) Dr. Swati	Corporate governance (1-6) R-8 Ms. Shaili	Corporate Law (1-3) Sh. Sandeep R-2	MDC (1-3) R- AEC (5-6)
B.com. Pass 3rd Semester Section C		Q T for Business (3-6) R-6 Dr. Swati	Corporate Accounting (1-5) Dr. Shubhra R-4	Corporate governance (5-6)OS Ms. Latika	Corporate governance (1-2) Ms.Latika R-4 Corporate Law (3-6) R8 Ms Pooja	MDC (1-3) AEC (5-6)
B.com. Pass 3rd Semester Section D	Corporate Law (1-4) Corporate governance (5-6) Dr. Priya Sharma R-4	Corporate governance (1-6) OS1 Sh. Jagdish Chand		Q T for Business (1-5) Dr. Priya Sharma R-6	Corporate Accounting (1-5) Dr. Swati R-3	MDC (1-3) AEC (5-6)

B.Com. Pass 5th Semester Section A	Fraud Investigation and Forensic Accounting (5-6) Cost analysis and control (1-4) R-3 Ms. Shilpa	Income Tax law-I (1-3) Dr. Mukesh Sharma R-3	International business (3-6) Ms. Shaili R-12		Income Tax law-I (1-2) Dr. Mukesh Sharma OS Fraud Investigation and Forensic Accounting (5-6) R-4 Ms. Shilpa	
B.Com. Pass 5th Semester Section B	Cost analysis and control (1-3) Dr. Kaushal R-8	Income Tax law 1 (1-4) Fraud Investigation and Forensic Accounting (5-6)Ms. Shilpa R-11	Cost analysis and control (5-6)Dr. Kaushal R-6	International business. (1-4) R-3 Ms. Latika		
B.Com. Pass 5th Semester Section C		Income Tax Laws- I (4-6) Dr. Mukesh Sharma R-3	Fraud Investigation and Forensic Accounting (1-2)Ms. Shaili Soni R-12 International business 6th day Dr Shubhra R-4	International business (5-6) OS 1 Mr Jagdish	Cost Analysis and control (1-5) Dr. Shubhra R-12 International business 6th day	
B.Com. Pass 5th Semester Section D	International business (1-2) Dr. Mukesh L-7	Income Tax Laws- I (1-5) Sh. Sandeep R-2	Cost analysis and control (1-5) Sh. Sandeep R-2		Fraud Investigation and Forensic Accounting (3-4)R-4(5-6) OSMs. Latika International business (1-2) OS Ms Pooja	

B.B.A. 1st Semester		Business analysis techniques (1-5) Ms. AnitaR-8	Financial Accounting (1-5) R-5 Dr. Bhavana	Business organization (1-4) People management (5-6)Ms. Ritu Phogat R-1	Human values and Ethics (5--6) Ms. Anita Business communication skills (1-3) Ms. Anuradha (R-1)	MDC (4-6)R-6 AEC (1-2)
B.B.A. 3rd Semester		Business Law (1-4) Marketing Mgt. (5-6) Ms. Ritu Phogat R-1		Cost and Mgt. Accounting (1-5) L-7 Dr. Bhavana	Retail management Ms. Anita (1-4) Marketing Mgt. (5-6) Ms. Ritu Phogat R-6	MDC (1-3) R-6 AEC (5-6)
B.B.A. 5th Semester	Summer Internship Report Ms. Anita (5-6) R-8	Consumer Protection (1-2) R-6 5th day OS1 (6th day) R-2 Ms. Anuradha	AI in Business (1-4) L-7 (6th) R-2 Ms. Anuradha	Income Tax and Laws (1-5) R-2 Ms. Anita	Human Resource Management(1-4)L-7 Ms. Ritu Phogat	Summer Internship Report Dr. Bhavana(3-4) L-7

TIME TABLE B.A SESSION 2026-27, ODD SEMESTER

CLASS	9:00-10:00	10:00-11:00	11:00-12:00	12:00-01:00	01:00-02:00	02:00-03:00	03:00-04:00

BA I	GEOGRAPHY PRACTICAL LAB-I PSYCHOLOGY PRACTICAL LAB-I SKILL ENHANCEMENT PRACTICAL MDC PRACTICAL MATHEMATICS PRACTICAL PHYSICAL EDUCATION PRACTICAL		GEOGRAPHY THEORY A+B LAB-I (1-3) ECONOMIC-B MAJOR (1-3) POLITICAL SCIENCE A (1-3) Tutorial 4 ALL Minor (5-6)	PSYCHOLOGY (1-3) ECONOMIC-A MAJOR (1-3) HISTORY (1-3) POLITICAL SCIENCE B (4-6) PHYSICAL EDUCATION (4-6) HINDI/ENGLISH (A) Major (4-6)	HINDI & ENGLISH (B) Major (1-3) MATHEMATICS (1-3) SOCIOLOGY (1-3) SEC (4-6)	AEC Hindi (1-2) AEC English (1-2) Tutorial 3 MDC (4-6)	VAC (1-2) Tutorial (3-6)
BA II	ALL Minor (1-3) SOCIOLOGY (4-6) MATHEMATICS (4-6)	PSYCHOLOGY (1-3) HISTORY (1-3) ECONOMIC-A MAJOR (1-3) HINDI (A) Major (4-6) ENGLISH (A) MAJOR (4-6)	GEOGRAPHY PRACTICAL LAB II PSYCHOLOGY PRACTICAL LAB-I SKILL ENHANCEMENT PRACTICAL MDC PRACTICAL MINOR PRACTICAL IF AVAILABLE		GEOGRAPHY THEORY A & B LAB-I (1-3) ECONOMIC-B MAJOR (1-3) PHYSICAL EDUCATION (4-6) POLITICAL SCIENCE (4-6) HINDI &	MDC (1-3) AEC Hindi (4-5) AEC English (4-5) Tutorial 6	Tutorials

					ENGLISH (A) MAJOR (4-6)		
BA III	Economics (1-3)	Geography A+B (1-3) Political science (4-6)	PSYCHOLOGY (1-3) HISTORY (4-6)	English A+B (1-3) Sociology (4-6) Hindi A+B (1-3)	GEOGRAPHY PRACTICAL LAB II PSYCHOLOGY PRACTICAL LAB-I		
	Minor (4-6)						Tutorials

TIME TABLE ENGLISH SESSION 2026-27, ODD SEMESTER

	1	2	3	4	5	6
	09:00 – 10:00 A.M.	**10:00 – 11:00 A.M.**	**11:00 – 12:00 P.M.**	**12:00– 01:00 P.M.**	**01:00 – 02:00 P.M.**	**02:00 – 03:00 P.M.**

BA Single Major in English Sem-1	SEC Computer Science Practical (1-5) Computer Lab -2 Ms Seema Hooda Ms Hema	Introduction to Poetry L.lab (1-5) Dr Lalita Gaur	VAC (1-2) R-20 Ms Renu(Comp Sc)	Introduction to Prose and Short Stories R-14 (1-3) Dr Pawan Minor-Political Science (4-6) R-14 Ms Gitisha	History of English Literature(1350-1660) (1-3) R14 Dr Pawan Minor-Political Science Thursday-Ms Gitisha SEC Theory (5-6) R-18 Ms Kanta(Comp Sc)	AEC Hindi 1-2 Ms Kavita AEC Eng (1-2) Room 18 Dr Meenakshi Dalal
BA Single Major in English Sem-3		Indian Writing in English R-14 (1-6) Dr Meenakshi Dalal	Introduction to Novel Language Lab (2-6) Dr Lalita Gaur		History of English Literature(1798-1914) Room-16 (3-6) Ms Vandana	AEC Hindi (4-5) Ms Kavita AEC Eng (4-5) Room 18

						Dr Lalita Gaur
BA Single Major in Eng Sem 5	Introduction to American Novel R-16 (1-6) Ms Vandana		World Literature-1 R-14 (1-6) Dr Meenakshi Dalal		Cutural Studies Language Lab (1-6) Dr Lalita Gaur	

DEPARTMENT OF ECONOMICS [2026-27] [ODD SEM]

CLASS	**1** **9:00 - 10:00**	**2** **10:00 - 11:00**	**3** **11:00 - 12:00**	**4** **12:00 - 1:00**	**5** **1:00 - 2:00**	**6** **2:00 - 3:00**
B.A I with Major in Economics	Micro (1-6) [R-10]	Macro (1-4) Minor (5-6) [R-10]	MATHS(1-6)(R-10]		SEC(1-4) VAC(5-6)[R10]	MDC(4-6)
B.A II with Major in Economics		Maths (1-6) [R-9]	DEV. ECO.(1-6)[R-9]	MINOR(1-6)[R-10]	INDIAN ECO(1-6)[R-10 A)	MDC(1-3)
B.A III Eco. (H)	I.T (1-6) [R-10A]	ECONOME TRICS(I-3)[R-10A] [4-O.S]	MINOR(1-6)[R-10A]	PUBLIC ECO(4-6)[R-10A]		
M.A (Previous)	Macro (1-6) [R-9]	DSE(4-6)[R-10B]	MDC(5-6)	MICRO(1-4) AEC(5-6)[R-9]	MATHS(1-4) VAC(5-6)[R-9]	

M.A (Final)		DSE(1-3)[R-10B] MDC(4-6)	I.T (1-6)[R-10B]	SEC(1-4) AEC(5-6)[R10B]	G&D (1-3) ECONOMETRICS(4-6)[R-10B]	

DEPARTMENT OF TOURISM BTTM (2026-27) [ODD SEM)

	1	**2**	**3**	**4**	**5**	**6**
	09:00 – 10:00 A.M.	**10:00 – 11:00 A.M.**	**11:00 – 12:00 P.M.**	**12:00– 01:00 P.M.**	**01:00 – 02:00 P.M.**	**02:00 – 03:00 P.M.**
BTTM-I (Semester)		AOC (1-2: Theory): Tourism Room (3: Practical): Tourism Lab (Mrs. Pooja Rani) ITTM (4-5-6) Tourism Room, Dr. Anjana Sharma	TRI-I (N) (1-2-3-4): Tourism Room Dr. Brijesh Kumar F&CT (5-6) Tourism Room Ravi Kumar	Transport services (1-2-3-4) Dr. Pardeep Singh CRM (5-6) Tourism Room, Dr. Pardeep Singh		AEC (English/Hindi) (1-2) ITTM (MDC) (4-5-6): R.No. 24 Dr. Brijesh Kumar

BTTM-III (Semester)		TRI-III (Cultural) (3-4-5-6) Dr. Brijesh Kumar (R.N. 24)	Geography of Tm (1-2-3-4) Mr. Ravi Kumar (R.N. 24) Fundamentals of Mgt. (5-6) Dr. Dr. Anjana Sharma R.No. 24		TD & TO (1-2&5) Dr. Pardeep Singh Fundamentals of Mgt. (4) Dr. Dr. Anjana Sharma R.No. 24	AT (MDC) (1-2-3): R. No. 24 Mr. Ravi Kumar AEC (English/Hindi) (4-5)
BTTM-V (Semester)	Airlines Ticketing(1-2-3-4) Dr. Pardeep Singh R.No. 25 Domestic Tm (5-6) Dr. Brijesh Kumar R.No. 25	A.T.-II(Air) 1-2-3) Mr. Ravi Kumar R.No. 25 Entrepreneurship Mgt. (4-5-6) Mr. Ravi Kumar R.No. 25		Domestic Tm (5-6) Dr. Brijesh Kumar R.No. 25		Summer Internship Programme (SIP) Dr. Pardeep Singh/ (5-6)
BTTM-VII (Semester)			Economics of Tm (1-2 & 5-6)=4days Dr. Pardeep R.No. 25) Digital Marketing (3-4) Dr. Venu (R.No. 18)	Emerging Trends (1-2-3) Dr. Birjesh Kumar (R.N.25) Tourist Behaviour (4-5-6) Dr. Anjana Sharma(R.No. 25)	Research Methodology (1-3) Dr. Renu (Aluminum Cabin (Computer Dept.) Event Mgt.(4-5-6) Mr. Ravi Kumar(R -25)	

STUDENT LIFE

Student Organizations

Academic Clubs

- Literary Society: Creative writing, debates, discussions
- Science Club: Experiments, projects, science fairs
- Mathematics Club: Problem solving, competitions
- Computer Science Club: Programming, hackathons
- Commerce Club: Business case studies, entrepreneurship

Cultural Committees: The Cultural committee maintains various cultural programmes under its aegis viz Dance, Music, Drama,, Art, Photography and literary.

Events & Activities

Annual Events

- Talent Search: Cultural performances
- Sports Day: Athletic competitions and games
- Science Exhibition: Student research projects
- Literary Fest: Writing competitions and readings
- Orientation Program: Orientation for new students
- Farewell: Celebration for graduating students

Regular Activities

- Mentor-Mentee Sessions: Every alternate Saturday.
- Guest Lectures: Expert speakers from various fields under different activity cells.
- Workshops: Skill development sessions under different activity cells.
- Field Trips: Educational excursions as per curriculum of various programmes.
- Community Service: Social responsibility projects under Social Protection Cell and NSS.
- Mid-Term Tests: Two mid-term tests in each semester as per college calendar.
- Remedial Classes: Doubt clearing session for weaker students.

Sports & Recreation

- Indoor Games: Table tennis, chess, carrom, badminton
- Outdoor Games: Cricket, volleyball, basketball, athletics.
- Yoga Classes: Regular sessions for physical and mental well-being organised by NSS/NCC and Women Cell.
- Gym Facilities: Fitness equipment and training under sports.

FACILITIES & INFRASTRUCTURE

Academic Infrastructure

Classrooms

- Smart Classrooms: 16 smart class rooms with LCD projectors and interactive boards
- Classroom Furniture: Comfortable seating arrangements
- Audio-Visual Equipment: Modern teaching aids
- Girls' Common Room: Comfortable seating and study space, Mirror and basic grooming and a small library for girls.

Laboratories-19

- Computer Lab: 9 with approx 25+ computers per lab with latest software
- Physics Lab: Well-equipped with modern instruments
- Mathematics Lab: Well equipped Math lab.
- Geography Lab: Globes, wall maps, topographic sheets, relief maps, Compass and
- Clinometer, Weather instruments.
- Language Lab: Audio equipment for language learning.
- Digital Lounge: For students and faculty who want to pursue research.

Library

- Collection: 15211 books, 1279 e books and 4 journals
- Digital Resources: Inflibnet (more than 30 lakh books and journals) Online databases and e-books
- Reading Halls & Club: Quiet reading spaces for 200+ students.
- Internet Access: Wi-Fi and computer terminals.
- E Resource Centre: Research facility for faculty.

Support & Facilities

Medical Aid

- NSS/NCC volunteers are ready to provide first aid and take any student or faculty to the General Hospital for immediate medical attention .
- Women Cell: Women cell looks after the welfare of girls and takes them to nearby hospital if needed.
- Health Check-ups: Regular health monitoring and Camps under NCC, NSS and Red Ribbon Club.
- Counseling: Mental health support services under Psychology Department.

Crèche:

- Purpose: On-site childcare support for student and staff parents
- Age Group: Typically for children aged 6 months to 5 years
- Facilities: Safe play areas, rest space, learning activities, outdoor play.

College Canteen

- College Canteen: Hygienic and affordable snacks.
- Water Coolers: Purified drinking water throughout campus

Technology Infrastructure

- Wi-Fi Campus: High-speed internet connectivity
- Audio-Visual Aids: Projectors and sound systems
- Online Learning Platforms: Digital education tools

Safety & Security

- CCTV Surveillance: 24/7 monitoring
- Security Guards: Round-the-clock security
- Emergency Protocols: Safety procedures and drills
- Women Safety: Dedicated measures for student security
- Anti-Ragging: Zero tolerance policy
- PCR: A PCR is deployed in the campus for the safety of the students.

RULES & REGULATIONS

Academic Conduct

Attendance Requirements

- Minimum Attendance: 75% for theory and practical classes
- Condonation: Medical grounds with proper documentation
- Shortage Penalty: Detention from examinations
- Monitoring: Regular attendance tracking

Examination Rules

- Admit Card: Mandatory for all examinations
- Punctuality: Arrive 30 minutes before exam time
- Prohibited Items: Mobile phones, calculators (unless permitted)
- Unfair Means: Zero tolerance for cheating

Library Rules

- Borrowing Limits: Maximum books per student
- Return Policy: Timely return to avoid fines
- Silence: Maintain quiet environment
- Damage: Compensation for damaged materials
- Digital Access: Proper use of online resources

SCHOLARSHIPS & FINANCIAL AID

State Govt. Scholarships

Har-Chhatravratti" (https://harchhatravratti.highereduhry.ac.in/) is a centralized portal developed by the Department of Higher Education that provides one stop solution for end- to-end scholarship process right from submission of application, verification and disbursal to end beneficiary. "Har-Chhatravratti" Portal emerges as one of the most prominent scholarship portals that offers three tier verification of the application. Student Application form got verified from three levels i.e. Institute, University/Nodal Body and Head Office thus ensuring the complete authentication of the applicant. In order to avail the benefits of scholarship schemes of the state government, it is mandatory for each applicant to have Parivar Pehchan Patra (PPP). The various Scholarships are as follows:

1. Post Matric Scholarship (PMS) Scheme For SC
2. Post Matric Scholarship (PMS) Scheme For BC
3. Consolidated Stipend and Free Books Scheme For SC
4. Consolidated Stipend Scheme For Grand Children of Freedom Fighters
5. State Merit Scholarship To UG Girls
6. State Merit Scholarship To UG/PG Students
7. Haryana State Meritorious Incentives Scheme
8. Haryana State Meritorious Incentives Scheme (CBSE)
9. Lower Income Group

Centre Govt. Scholarships

1. National Scholarship Scheme
2. Inspire Scholarship Scheme

College Scholarships

Merit-based Scholarships

- Rank Holders: Top 3 students in each program
- Subject Toppers: Best performance in individual subjects
- Overall Excellence: All-round development recognition

Need-based Financial Aid

- Fee Waiver: Complete or partial fee exemption
- Book Allowance: Support for purchasing textbooks
- Emergency Fund: For unexpected financial difficulties

Application Process

- Eligibility Check: Verify scholarship criteria
- Document Collection: Gather required certificates
- Online Application: Submit through respective portals
- Verification: College verification of documents
- Selection: Based on merit/need criteria
- Disbursement: Direct transfer to student accounts

Incharge: SC Scholarship: Dr. Mukesh

BC Scholarship: Ms. Reshma Yadav

Merit/ NSP: Dr. Reena

STUDENT GRIEVANCES AND REDRESSAL CELL

The Student Grievance and Redressal Cell is established to provide a fair and transparent mechanism for addressing student concerns and complaints. The cell ensures that grievances related to academics, facilities, discrimination, harassment, or administrative matters are resolved promptly and effectively. There is a complaint box for student grievances in the administrative block where students can put their concerns. Besides this, the students can contact their respective teachers or mentors also for the same.

Members:

1. **Dr Rajesh Kundu**
2. **Dr Meenakshi Dalal**
3. **Dr Vandana Dangi**
4. **Dr. Mukesh**
5. **Ms Venu**

ANTI RAGGING COMMITTEE

The Anti-Ragging Committee is a statutory body constituted to prevent and address any incidents of ragging within the campus. The committee ensures that a safe, respectful, and inclusive environment is maintained for all students, especially new entrants.

Members:

1. **Ms Geetisha**
2. **Ms Shaili**
3. **Ms Ritu Sharma**
4. **Ms Nisha Yadav**

SOCIAL PROTECTION CELL

The Social Protection Cell aims to safeguard the rights and well-being of students, especially those from marginalized and vulnerable sections of society. It works to create an inclusive, safe, and supportive campus environment by promoting awareness about social justice, equity, and government welfare schemes. The cell also provides guidance on accessing scholarships, financial aid, and legal support. Through workshops, outreach programs, and collaborations with welfare departments, it empowers students to overcome socio-economic challenges and participate fully in academic life.

Incharge: Dr Reena Bhagwat

SPORTS

The college encourages holistic development through a strong focus on sports and physical fitness. A wide range of indoor and outdoor sports facilities are available, allowing students to participate in games like cricket, football, volleyball, badminton, athletics, table tennis, and more. Regular coaching, inter-class and inter-collegiate tournaments, and annual sports meets promote team spirit, discipline, and a healthy competitive spirit. The college also supports talented athletes in representing the institution at university, state, and national levels.

Incharge: Dr. Satish Yadav

INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee (ICC) is constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The committee is committed to providing a safe, secure, and respectful environment for all students, faculty, and staff—free from sexual harassment and gender-based discrimination.

Members:

1. Dr. Anjana Sharma
2. Dr. Mukesh Kumar
3. Dr Lalita Gaur
4. Dr Isha Kaushik
5. Dr. Kaushal Phogat

WOMEN CELL

The Women Cell of the college is committed to creating a safe, inclusive, and empowering environment for female students and staff. It works towards promoting gender sensitivity, raising awareness about women's rights, and addressing issues related to discrimination or harassment. Through workshops, counseling sessions, and awareness programs, the cell supports the academic and personal growth of women, ensuring their dignity and equality on campus.

Incharge: Dr. Isha Kaushik

LEGAL LITERACY CELL

The Legal Literacy Cell aims to educate students about their legal rights and duties as responsible citizens. It conducts awareness programs, seminars, and workshops on topics such as fundamental rights, cyber laws, consumer rights, and gender justice. The cell empowers students with knowledge of the legal system, encouraging them to uphold the rule of law and promote justice both on campus and in society.

Incharge: Dr. Mukesh (Dept. of Commerce)

SUBJECT SOCIETIES

The cell in the college plays a crucial role in ensuring inclusivity and equipping opportunities for students from marginalized communities. It serves as a dedicated platform to address the concerns and welfare of students belonging to scheduled caste, schedule, Tribes, and other backward classes and minority communities. The self-facilitates access to scholarship, financial aid, and other support mechanisms to promote educational, advancements and social economic empowerment among these students. It fosters a supportive environment that values diversity, and promotes social justice within the college community.

Incharge: Heads of Department

PLACEMENT CELL/ ENTREPRENEURSHIP DEVELOPMENT CELL

The Placement Cell facilitates training, internships, and campus recruitment by inviting companies across diverse sectors. The cell also conducts workshops on resume writing, interview skills, group discussions, and aptitude tests to enhance students' employability. Its aim is to ensure students are industry-ready and confident to embark on their career paths. Besides this, the Placement Cell of our college has signed several industry and inter institutional MoUs for facilitating student/faculty training as well as student internships and placement assistance.

The Entrepreneurship Development Cell promotes innovation and entrepreneurial thinking among students. It organizes seminars, training and business plan competitions. The cell also collaborates with industry experts, incubators, and government schemes to support student-led startups. Its goal is to nurture entrepreneurial talent and help students convert ideas into viable business ventures.

Incharge: Dr. Kaushal Phogat

SPORTS\YOGA CLUB

The college encourages holistic development through a strong focus on sports and physical fitness. A wide range of indoor and outdoor sports facilities are available, allowing students to participate in games like cricket, football, volleyball, badminton, athletics, table tennis, and more. Regular coaching, inter-class and inter-collegiate tournaments, and annual sports meets promote team spirit, discipline, and a healthy competitive spirit. The college also supports talented athletes in representing the institution at university, state, and national levels.

Incharge: Dr. Satish Yadav

EARN WHILE YOU LEARN SCHEME

It is a Haryana Govt. scheme. It enables students to earn modest income (via part-time college work) while gaining practical experience in campus support roles like administration, library, laboratories, and computer labs. Students are selected by a dedicated Earn While You Learn Committee (usually comprising faculty members. Jobs include tasks such as data entry, book cataloging, or general administrative support. Preferred candidates include those who are financially needy or meritorious

Incharge: Dr. Mukesh Kumari

NATIONAL SERVICE SCHEME (NSS)

National Service Scheme (NSS) is a social service programme envisioned at national level, with a view to bring our academic institutions closer to the society. Fulfilling this vision of extending social services of the academic community, the National Service Scheme of Government College for Govt. College Sec-9, Gurugram has been playing a pivotal role since its inception in forming a well organised linkage between the campus and the community and it has grabbed many honours for its outstanding performance like Dr Lalita Gaur has participated as Contingent incharge of NSS students from Delhi Region in RDParade2020 with NSS volunteer girls from the college. She has also been felicitated by Vice Chancellor MD University Rohtak and Governor of Haryana Shri Bandaru Datatrey. Besides this, Dr Harish Dhull won the Red Cross Award for his exemplary services.

The NSS unit of our college has adopted the Basai Village and has been visiting and organising welfare activities for the people there. The unit also makes it a point to visit old age homes and orphanages as a part of their NSS activities. The motto of the NSS is *NOT ME, BUT YOU* that emphasizes the need for a cohesive living wherein the privileged look after the needs of the under privileged.

Incharge: Dr. Harish Dhull and Dr. Satyam Bhambhu

SOCIAL SERVICE CELL

The Social Service Cell of the college fosters a spirit of empathy, civic responsibility, and community engagement among students. The cell has been constituted keeping in mind the core vision of the college in mind which is inculcating a spirit of social commitment amongst the students. It plans to collaborate with NSS, NCC , Women Cell and Counseling Cell to organise social welfare programmes in the adopted village, orphanages and old age homes. It aims to empower students to contribute meaningfully to society while developing leadership and teamwork skills.

Incharge: Dr. Monika Sehrawat

MENTOR – MENTEE SCHEME

The Mentor-Mentee system in college is designed to provide personalized guidance and support to students throughout their academic journey. Under this system, each faculty member (Mentor) is assigned a group of students (Mentees) to monitor and guide. Mentors help mentees with academic planning, career counseling,

personal development, and addressing any challenges they may face. This fosters a nurturing environment, encourages open communication, and enhances student well-being and performance.
The mentor - mentee interaction in the college takes place every second and fourth Saturday of the month. Besides the designated time and day the mentees can approach their respective mentors whenever they need guidance on any aspect of their life.

Incharge: Dr Vandana Dangi

INTERNAL ASSESSMENT

The conduct and the performance of students are closely monitored in terms of internal assessment based on attendance, continuous assessment test, assignments, mid semester tests and tutorials. The internal assessment record is maintained by the respective teachers and uploaded at the end of each semester. As a part of this assessment students are given research based assignments to align with NEP 2020. A rapport is maintained with parents through periodic Parent- Teacher meetings and the parents are informed of their wards' progress on a regular basis. The registrar manages the assessment for the entire college.

Incharge: Registrar (Dr Sanjay Katyal)

WASTE SEGREGATION AND MANAGEMENT

The college believes in sustainable living and this includes proper waste management. Every member, be it the faculty or the students, are to ensure that the waste is disposed off in designated trash bins and make sustainability a part of life by giving up plastic and adopting bio degradable material in their daily use. The campus is to remain a zero- plastic zone with the faculty, students and even guests are expected to follow and help in implementing.

A compost pit is also there in the botanical garden to decompose the bio degradable waste and further use it as manure for the college plants.

Incharge: Eco Club and Cleanliness Committee

NSS GARDEN AND BOTANICAL GARDEN

There is a Botanical Garden and an NSS garden in the Science wing of the college that supports education, research, and environmental awareness. It houses a diverse collection of medicinal and ornamental plants and inculcates in students and faculty a respect for the environment and the need to conserve it for the future generations. The garden also promotes biodiversity and sustainability through regular maintenance and eco-friendly practices. It offers a serene space for academic

exploration for Botany students and enhances the green campus initiative of the institution. The NSS garden is maintained by the NSS volunteers, both boys and girls.

Incharge: Eco Club (Dr. Isha Kaushik) -Botanical Garden and NSS Incharge for NSS garden

COLLEGE REGISTRAR

The College Registrar is responsible for maintaining and safeguarding all academic records of students, including admissions, attendance, examinations, and results. The Registrar oversees the implementation of academic policies of Gurugram University, coordinates with departments for curriculum updates, manages registration of new admissions and also of the existing classes and scheduling of courses, and ensures compliance with university guidelines. The office serves as a critical link between students, faculty, administration, and Gurugram University, ensuring smooth academic operations.

College Registrar: Dr. Sanjay Katyal

COLLEGE BURSAR

The Bursar manages the internal finances of the college, and helps the principal in proper utilization of the college funds, maintenance of accounts and day to day financial decisions of the college. He advises the Principal on the financial aspects of college operations.

College Bursar: Dr. Mukesh Kumar Sharma

WHILE EVERY EFFORT HAS BEEN MADE TO ENSURE ACCURACY, THIS HANDBOOK MAY NOT CAPTURE EVERY POLICY OR REGULATION CURRENTLY IN EFFECT. THE COLLEGE RESERVES THE RIGHT TO IMPLEMENT CHANGES TO ANY PART OF THIS HANDBOOK AT ANY TIME, WITHOUT OBLIGATION TO PROVIDE ADVANCE NOTICE.