

Government College Kharkhara, Rewari



Govt. College Kharkhara, Rewari, 123106

Website: - gckharkhara.ac.in

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College E- Handbook

2024-25



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Government College Kharkhara, Rewari

VISION

The vision of the college is to empowering our students to fulfil their academic and professional passions that are diverse and inclusive for all students, faculty, and staff members and creating innovative connections of education in humanities, social sciences, commerce and cooperate sectors. The institution strives to shoulders the responsibility of making the nation's dream come true by imparting quality higher education. As we know education is powerful vehicle for personal and social change within the wider community locally and globally. So we aim to develop a community of learners which inspires and support reflective education who shares our core values like Equality, Celebrating diversity, Democratic participation, Justice, Secured human rights, Sustainability, and mutual respect.

MISSION

Education is the process of learning or acquisition of knowledge, skills, values, morals, and beliefs for full human potential. It is considered to be the single greatest tool for social and individual development which leads towards achieving social justice and equity in society. The mission of the College is defined according to the present and future needs of society or region to reach the necessary level of sustainable and environmentally sound economic and social growth. The college strives towards optimum and meaningful utilization of human, infrasturaural and financial resources to create and provide opportunities for overall development of students.



Smt. Archana Soota

Principal

Government College Kharkhara, Rewari

COLLEGE PROFILE

Government College Kharkhara: A Premier Institution for Higher Education

Established in 2011, Government College Kharkhara, Rewari, was founded to meet the growing demand for higher education among students from neighboring villages. The college has quickly emerged as a premier institution renowned for its high academic standards, diverse educational programs, exceptional faculty, and vibrant co-curricular activities. The modern infrastructure of the college further enhances its appeal as a leading center for higher learning.

Campus and Location

Government College Kharkhara is situated on a sprawling campus covering 8.5 acres near Dharuhera. The expansive campus not only provides ample space for academic and recreational activities but also fosters a serene and conducive atmosphere for higher learning. The strategic location of the college ensures easy accessibility for students from various neighboring villages, making it a central hub for education in the region.

Academic Excellence and Affiliation

Affiliated with Indira Gandhi University, Meerpur, Rewari, Government College Kharkhara adheres to the highest global standards and best practices in higher education. This affiliation ensures that the college offers a curriculum that is both contemporary and comprehensive, catering to the diverse academic needs of its students. The college offers various undergraduate programs that are designed to equip students with the knowledge and skills necessary for their personal and professional growth.

Faculty and Co-Curricular Activities

The college boasts a distinguished faculty dedicated to providing quality education and fostering an environment of intellectual curiosity and critical thinking. Alongside academic pursuits, the college places a strong emphasis on co-curricular activities, offering students numerous opportunities to engage in sports, cultural events, and other extracurricular pursuits. These activities are designed to promote holistic development, encouraging students to explore their talents and interests beyond the classroom.

Government College Kharkhara, Rewari

Modern Infrastructure

Initially, the college operated from the building of Senior Secondary School Kharkhara. In 2017, it shifted to its new, state-of-the-art building, which significantly enhanced its facilities and infrastructure. The modern campus is equipped with well-maintained classrooms, laboratories, a library, and other essential amenities, providing an ideal environment for learning and personal development.

Campus and Location

Government College Kharkhara is situated on a sprawling campus covering 8.5 acres near Dharuhera. The expansive campus not only provides ample space for academic and recreational activities but also fosters a serene and conducive atmosphere for higher learning. The strategic location of the college ensures easy accessibility for students from various neighboring villages, making it a central hub for education in the region.

Commitment to Excellence

The establishment of Government College Kharkhara reflects a commitment to providing quality education and fostering an inclusive and supportive academic environment. By maintaining high academic standards and continuously improving its infrastructure and educational programs, the college strives to empower its students and prepare them for future challenges and opportunities.

Smart Classrooms and Lecture Rooms

The college is equipped with the latest technology to facilitate interactive and effective learning, significantly improving student engagement and learning outcomes. These environments, proven to be highly productive, feature advanced tools such as interactive whiteboards, high-speed internet, projectors, and audio-visual aids. The smart classroom facilities support dynamic and interactive teaching methods, multimedia presentations, real-time collaboration, and access to a wide range of digital resources, fostering a more engaging and effective educational experience.

Multipurpose Hall

The multipurpose hall at Government College Kharkhara serves as a versatile venue for cultural events, seminars, workshops, and various gatherings, fostering a vibrant and dynamic campus life. This space enhances community engagement and provides a platform for diverse activities, enriching the overall student experience.

Government College Kharkhara, Rewari

Computer Lab

The computer lab at Government College Kharkhara is a dedicated space equipped with multiple computers, high-speed internet, printers, and specialized software. It supports coursework in fields like computer science and soft skills, offering a collaborative environment where students can work on projects and receive technical assistance.

Computer Lab Incharge: - Mrs. Sharmila

Library

The library at Government College Kharkhara houses 1500 books and is equipped with SOUL software for efficient management. It features a spacious reading room and a photocopier machine, providing a conducive environment for study and research. The well-organized space ensures easy access to a wide range of academic resources, fostering a productive learning atmosphere for students.

Library In charge: - Mrs. Manya Bhola

Library Attendant: - Mr. Khushiram

Dispensary

The dispensary at College is well-equipped to provide basic medical care and first aid to students and staff. The dispensary ensures timely medical attention during emergencies and maintains essential medicines and equipment. This facility underscores the college's commitment to the health and well-being of its community, offering a secure environment where students can focus on their studies without health-related worries.

Dispensary Incharge Dr. Sushila Lamba

Government College Kharkhara, Rewari

ACADEMIC/ACTIVITY CALENDAR

Date	Event	Name of Department
July (01/07/24-20/07/24)	<ul style="list-style-type: none"> • Admission • Official Display of E- Magazine 	
July (22/07/24-26/10/24)	<ul style="list-style-type: none"> • 1st teaching term odd sem 	
August	<ul style="list-style-type: none"> • Orientation Programe (shubharmbh) • Tree Plantation Drive • “Teej” Festival Celebration • An English Comprehension Passage Reading Competition • Extension lecture on the topic ‘Financial Inclusion’ • Orientation and Registration • Talent Hunt Competition • Science Essay Writing Competition 	IQAC NSS Women Cell Dept. of English Dept. of Commerce Placement Cell Cultural Science Club
September	<ul style="list-style-type: none"> • A Quiz on Basic English Language & Literature • Dance competition • A Spell Bee Competition in Basic English. • Extension Lecture on the topic “E-Commerce • Teacher’s Day Celebration, • Poster Making Competition • Science Quiz • Haryana Shahidi Diwas Celebration • Celebration of NSS day • Cleanliness Drive • Singing Competition • Essay writing competition on the topic “Consumer Protection Act, 2019” • Extension Lecture • Slogan writing competition • Hindi Diwas Celebration • NSS Day Celebration 	Dept. of English Cultural Dept. of English Dept. of Commerce Women Cell Dept. of Geography Science Club NSS NSS NSS Cultural Dept. of Commerce Placement Cell YRC Dept. of Hindi NSS
October	<ul style="list-style-type: none"> • Gandhi Jayanti Celebration • An Elocution Competition • Student competition on Power Point Presentation • 1st One Day Camp • Poster making competition • A Poetic Recitation in English poems • Painting competition • Poster making competition • Quiz 	NSS Dept. of English Dept. of Commerce NSS YRC Dept. of English Science Club Cultural Dept. of Economics, Geog., Hindi & History Placement Cell

Government College Kharkhara, Rewari

	<ul style="list-style-type: none"> • Information about various entrance exam after graduation • Surveys on Women Health Issues • National Unity Day 	Women Cell NSS
October (27/10/24- 03/11/24)	<ul style="list-style-type: none"> • Diwali Break 	
October (04/11/24- 23/12/24)	<ul style="list-style-type: none"> • 2nd teaching term odd sem 	
November	<ul style="list-style-type: none"> • Extension Lecture • Extension lecture • Essay Competition • Karwachauth- Deepawali celebration • Industrial Visit • Science Exhibition • Practice on hand over the topic “Filing of ITR” • Campaign on nutrition and diet awareness • PPT Competition • Athletic Meet • Workshop on CV Writing and Interview Concept • Watch Short Video • Extension lecture • Constitution Day Celebration 	Dept. of Geography Placement Cell Dept. of Hindi Women Cell Dept. of Commerce Science Club Dept. of Commerce Women Cell Dept. of Economics Sports Placement Cell YRC Women Cell NSS
December	<ul style="list-style-type: none"> • Examination 	
January (01.01.2025 to 08.03.2025)	<ul style="list-style-type: none"> • 1st teaching term even sem • Information on job oriented online course 	Placement Cell
January	<ul style="list-style-type: none"> • College level Exhibition • Talk by Industry Expert • Painting • Poem Recitation • Slogan Writing, Poster making etc • Extension Lecture 	Dept. of Geog. Placement cell YRC Dept. of Hindi Women Cell Science Club
February	<ul style="list-style-type: none"> • Extension lecture • Workshop on communication skill • Quiz Competition on the topic “Business Concepts”. • Teacher Training • 2nd One Day Camp • Self Defence training • Debate • Job Fair • International Mother Language Day celebration • Celebration of National Science Day • Extension Lecture on the topic “Corporate Social Responsibility” 	Dept. of Geog. Placement Cell Dept. of Commerce YRC NSS Women Cell Dept. of History Placement Cell Dept. of Hindi Science Club Dept. of Commerce

Government College Kharkhara, Rewari

March	<ul style="list-style-type: none">• Quiz• Poster making competition on “Marketing Management”	Dept. of Economics Dept. of Commerce
March (09.03.2025 - 16.03.2025)	<ul style="list-style-type: none">• Holi break	
March (17.03.2025 - 30.04.2025)	<ul style="list-style-type: none">• 2nd teaching term even sem	
March	<ul style="list-style-type: none">• House Exam	College level
March	<ul style="list-style-type: none">• International Women Day• Debate competition• Seven day special camp	Women Cell Science Club NSS
April	<ul style="list-style-type: none">• Logo identification competition• Presentation by Students• Group Discussion• World Earth Day	Dept. of Commerce Science Club Dept. of Economics NSS
May	<ul style="list-style-type: none">• Examination	
June	<ul style="list-style-type: none">• World Environment Day• International Yoga Day• Summer Vacation	NSS NSS

COURSES/PROGRAMMES OFFERED

UG Programmes













1. Bachelor in Arts (B.A.): Six semesters
2. Bachelor in Commerce (B.Com): Six Semesters
3. Bachelor in Physical Sciences B.Sc. Non Medical: Six Semesters

PG Programme




1. Master in Commerce (M.Com): Four Semesters
2. Master in Geography (M.A.): Four Semesters

Government College Kharkhara, Rewari

DEPARTMENTS WITH FACULTY


Department	Faculty	Contact Number	Photo
Geography	Mrs. Dayawati (HOD) NAAC Coordinator	7413845392	
	Ms. Jyoti	7988221870	
	Dr. Pradeep Kumar	9728834030	
	Mrs. Rajshree	9466314616	
Physical Education	Dr. Hari Prakash	9466048244	
Commerce	Dr. Ramniwas (Bursar) HOD	9467643954	
	Mrs. Ekta (Placement Cell)	9999660136	
	Mr. Deepak (SC Scholarship)	7056947351	
	Mrs. Sweety	9050283862	
	Mrs. Shilpa Bhatia (NSS Girls Unit) Dr. Sarita	9671521372 8901219462	
	Dr. Bharat Bhushan(Cultural)	8708427264	
	Economics	Dr. Sidhanshu (Registrar, IQACCoordinator)	9466325917
Hindi	Dr. Sushila Lamba (Women Cell)	9466837573	
	Dr. Sarita	8168057574	
English	Dr. Mahesh Kumar (NSS Boys Unit) Mrs. Manya Bholu(Cultural)	9961072221 9818027048	
	Mathematics	Mr. Satyendra Singh (HOD)	9050728236
	Mrs. Shivani	7988362829	

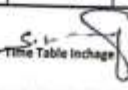
Government College Kharkhara, Rewari


Physics	Dr. Meenakshi (Dy. Registrar)	9813915020	
Chemistry	Dr. Manu Kumar (Legal Literacy Cell, HOD)	9466373650	
	Mrs. Kavita	9017832437	
History	Mr. Sushil Kumar (BC Scholarship)	9416408746	

TIME TABLE B.A. (Odd Semester)

Govt. College Kharkhara, Rewari									
(B.A. 1st) Arts Time Table (2024-25)(Odd Semester)(As per N.E.P.2020) w.e.f. 22/07/2024									
Periods	1	2	3	4	5	6	7		
Class	09:00 - 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		
B.A. (I)	Physical Edu. Th+Pr (1-6) R-111	Geography (1-3)	Economics Th+T (1-4) R-106	SEC Sec-A (1-2) Sec-B (3-4) Sec-C (5-6)	English/Hindi Major (1-4)	Geo Pr. Sec Pr.			
	Political Sci. Sec-A+B (1-3) R-106	MDC (4-6)	History Sec-A+B (1-3) R-115	VAC Sec-A (3-4) Sec-B (5-6) Sec-C (1-2)	English/Hindi Minor (5-6)				
			AEC (5-6)						
B.A. II & III Year Arts Time Table (2024-25)(Odd Semester) w.e.f. 22/07/2024									
Periods	1	2	3	4	5	6	7	8	9
Class	09:00 - 9:45	09:45 - 10:30	10:30 - 11:15	11:15 - 12:00	12:00 - 12:45	12:45 - 1:30	1:30 - 2:15	2:15 - 3:00	3:00 - 3:45
B.A. (II) Sec-A	English R-114 (1-6)	Hindi R-114 (1-6)	Political Sci. R-111 (1-6)	Geography R-313 (1-6)		Geo. Practical (1-4)		Eng. Comp. R-206	
B.A. (II) Sec-B	Hindi R-115 (1-6)	History R-113 (1-6)	English R-206 (1-6)	Physical Edu. R-111 (1-6)		Geo. Practical (1-4)		Eng. Comp. R-206	
B.A. (II) Sec-C	English R-206 (1-6)	History R-113 (1-6)	Political Sci. R-111 (1-6)		Hindi R-111	Eng. Comp. R-206 (1-6)			
B.A. (III) Sec-A		Hindi R-111 (1-6)	Eng. Comp. R-206 (1-6)	English R-206 (1-6)	History R-114 (1-6)	Political Sci. R-115 (1-6)	Eng. Comp. R-206		
B.A. (III) Sec-B	Eng. Comp. R-206	English R-115 (1-6)	Physical Edu. R-111 (1-6)	Hindi R-114 (1-6)	Economics R-106 (1-6)	Phy. Edu. Pra. (Ground)			
B.A. (III) Sec-C	Geo. Prac. (R-315) (1-6)		Geography R-315 (1-6)	English R-206 (1-6)	Hindi R-115 (1-6)	Political Sci. R-115 (1-6)	Geo. Prac. (R-315)		


 Incharge (Arts)


 Time Table Incharge


 Principal

Government College Kharkhara, Rewari

B.Com. (Odd Semester)

Govt. College, Kharkhara (Rewari)

Time Table of Commerce Department 2024-25 W.E.F. 22/07/2024

	9:00 to 9:45 1	9:45 to 10:30 2	10:30 to 11:15 3	11:15 to 12:00 4	12:00 to 12:45 5	12:45 to 01:30 6	01:30 to 02:15 7
B.Com III R. No. - LT III	I.B.E. Sh. Deepak 1-6	Income Tax Dr. Sarita 1-6	F.M.O. Mrs. Sweety 1-6	Acc. For Mgt. Mrs. Ekta 1-6	Cost Account Dr. Sarita 1-6	E.S.S.B. Mrs. Sweety 1-6	
B.Com II R.No.-305	HRM Dr. Ram Niwas 1-6	Business Stat. Sh. Deepak 1-6	Insurance Dr. Sarita 1-6	Corp. Law Mrs. Sweety 1-6	Corp. A/C Mrs. Shilpa 1-6		B.R.F. Mrs. Sweety 1-6

Time Table of M. Com. (P) and B. Com. Ist Semester as Per NEP 2020

	9:00 to 10:00	10:00 to 11:00	11:00 to 12:00	12:00 to 1:00	1:00 to 2:00	2:00 to 03:00	3:00 to 4:00
M.Com (P)	M. C. O. B. Mrs. Sweety 1-5	Statistical Anal. Mrs. Shilpa 1-5	Mgt. Account. Sh. Deepak 1-5	C. A. B. Dr. Ram Niwas 1-4	H. R. M. Ms. Ekta 1-5	Magerial Eco. Dr. Sarita 1-5	
	Self Study Mrs. Sweety 6		Seminar Sh. Deepak 6	Value Education Dr. Ram Niwas 5-6	Self Study Mrs. Ekta 6	Seminar Dr. Sarita 6	
B.Com I	Fin. Accounting Mrs. Ekta 1-4	Bus. Math. Sh. Satyender 5-6	Bus. Mgt. Dr. Ram Niwas 1-4		Business Law Mrs. Shilpa 1-4		
	Value Edu. Mrs. Ekta 5-6	MDC (1-3)SEC(4) **** MDC (1-3)SEC(4)	AEC ***** 5-6		SEC ***** 5-6		

Shilpa
In-charge

S.L. J
Overall In-Charge

Kulona
Principal

KHARKHARA

LOVE


LEARNING

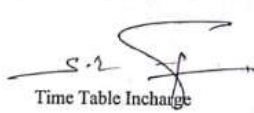
LABOUR


Government College Kharkhara, Rewari

B.Sc. Physical Sciences (Odd Semester)

GOVT COLLEGE KHARKHARA (REWARI)										
Time Table Faculty of Physical Science (2024-25)										
w.e.f.-22/07/2024										
Sr. No	Periods Time	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	7 3:00-4:00		
1	B.Sc. I	Minor 1-2 VAC 3-4 R-210	Maths (1-3) R-205 Physics (4-6) R-210	Chem. (1-3) MDC (4-6) R-209	Practical (1-4) Physics-212/ Chem-117/Maths-205/SEC-203					
					AEC(5-6) R-210	SEC(5-6) R-210				
	Periods	1	2	3	4	5	6	7	8	9
	Time	9:00-9:45	9:45 - 10:30	10:30-11:15	11:15-12:00	12:00- 12:45	12:45-1:30	1:30-2:15	2:15-3:00	3:00- 3:45
2	B.Sc. II	Chem (1-6) R-209	Practical 1-4 (Physics- R-212) (Chemistry- R-117)			Math-1 (1-6) R-205	Chem.(1-2) Hindi (3-5) R-209	Math-2 (1-6) R-205	Physics 1-6 R-210	Math-3 (1-6) R-205
3	B.Sc. III	Math-1(1-6) R-205	Chem. 1-6 R-209	Maths-2 (1-6) R-205	Physics (1-6) R-209	Practical 3-6 (Physics- R-212) (Chemistry- R-117)		Math -3 (1-6) R-205	Chem (1-2)	
							Maths Practical R-205			


 Faculty Incharge


 Time Table Incharge


 Principal

NON-TEACHING STAFF

1. Mrs. Sharmila (Computer Instructor)
2. Mr. Rajesh Yadav (Clerk)
3. Mr. Anil Kumar (LA)
4. Mr. Jaswant (LA)
5. Mr. Khushiram (LA Library)
6. Mr. Rahul (LA Computer Lab)
7. Mr. Sushil Kumar (Peon)
8. Mrs. Jyoti (Peon)
9. Mr. Satbeer (Peon)
10. Mr. Dharmsingh (Security Guard)
11. Mr. Vikas (Security Guard)
12. Mrs. Kamlesh (Peon)

Government College Kharkhara, Rewari

CODE OF CONDUCT FOR STUDENTS

- All the students should get their Identity Cards made from the college Library after their admission. It should be signed by the Principal of college. Students must wear their Identity Cards during their stay in the college. It is the duty of a student to show his/her Identity Card if demanded by the Principal or any other faculty member of the college. It should not be passed on to other students. In case of loss/damage/theft, a New Identity Card will be re- issued to a student only on a payment of Rs.50/- with the special permission of the Principal.
- Students must read the notice board daily before leaving the college to get information about instructions/ orders issued by the Principal from time to time.
- Student must remain in discipline and it is their moral duty to show respect towards their teachers and elders.
- Students are advised not to roam around in the verandahs or outside the classrooms under any circumstances so as to avoid disturbance in teaching.
- 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.
- Smoking and use of drugs in the college campus is a punishable offence.
- Student are expected to protect college property and maintain the beauty of the campus by their appropriate actions.
- Students are also advised not to sit on staircases to avoid inconvenience to others.
- If the teacher is on leave the students should go quietly to library and study books, newspapers/periodicals.
- Students are not allowed to bring/invite outsiders in the college premises.
- Boys should show courtesy to let the girls enter and leave the classes first as the period begins and ends.
- It is mandatory for all the students to be present in the college functions.
- If a student absent from class five rupees per day fine will be imposed.

Government College Kharkhara, Rewari

ANTI-RAGGING COMMITTEE

To prevent, the menace of ragging and maintain healthy interpersonal relations among students in the college campus ragging is strictly forbidden in or outside the college campus. For this purpose the Anti-Ragging Committee has been constituted in the college which is functioning actively. The committee is:

Sr. No.	Name	Contact No.
1.	Dr. Hari Prakash (Convener)	9466048244
2.	Dr. Sushila Lamba	7494943020
3.	Mrs. Ekta	9999660136
4.	Dr. Manu Kumar	9466373650
5.	Dr. Pradeep Kumar	9728834030

INTERNAL COMPLAINTS COMMITTEE

As per the guidelines of UGC and the Supreme Court a Committee against Sexual Harassment i.e., Anti- Sexual Harassment or Internal Complain Committee is established in the College to provide safe academic, social and physical environment to all the students and the women employees. The Committee aims to deal with the cases of discrimination and sexual harassment against women, in a time-bound manner, aiming at ensuring support services to the victimized and termination of the harassment. The College has constituted a committee for preventing from the sexual harassment. The following Committee works efficiently to support [anti sexual harassment](#): -

Sr. No.	Name	Contact No.
1.	Mrs. Dayawati (Convener)	7413845392
2.	Dr. Sidhanshu	9466325917
3.	Dr. Hari Prakash	9891702811
5.	Mrs. Anuradha	

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STUDENT GRIEVANCES & REDRESSAL CELL

The Student Grievances and Redressal Cell at College is dedicated to addressing and resolving students' concerns promptly and effectively. This cell provides a structured platform for students to voice their grievances regarding academic issues, campus facilities, administration, or any other aspect of their college experience. The cell is managed by a team of faculty members who ensure that each complaint is handled with confidentiality, impartiality, and sensitivity. Students can submit their grievances through written applications or designated online portals.

Sr. No.	Name	Contact No.
1.	Mrs. Dayawati (Convener)	7413845392
2.	Dr. Sidhanshu (Academic grievance)	9466325917
3.	Dr. Hari Prakash (Administrative grievance)	9891702811
4.	Dr. Meenakshi (Academic grievance)	9813915020

COLLEGE REGISTRAR

The college registrar manages and oversees administrative functions related to student records and academic affairs. Responsibilities include maintaining accurate student records, managing enrollment and registration processes, ensuring compliance with academic policies, and coordinating graduation requirements. The registrar serves as a key point of contact for students and faculty, facilitating efficient handling of academic documents, and supporting the smooth operation of the institution's administrative systems. The registrar resolves university-related grievances such as roll number issues, delayed mark sheets, incorrect marks, and missing entries.

Registrar: Dr. Sidhanshu

Dy. Registrar: Dr. Meenakshi

WOMEN'S CELL

The Women Cell at Government College Kharkhara is committed to creating a safe and supportive environment for female students and staff. It focuses on addressing issues related to gender equality, harassment, and women's rights. The cell organizes workshops, seminars, and awareness programs to educate and empower women on campus. It also provides a confidential platform for reporting and addressing grievances related to gender-based discrimination or harassment. By promoting gender sensitization and offering support and guidance, the Women Cell ensures a respectful and inclusive

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atmosphere, reflecting the college's dedication to fostering the well-being and empowerment of women. The Women Cell provides self-defense training to empower female students with skills for personal safety and confidence.

Incharge: Dr. Sushila Lamba

LEGAL LITERACY CELL

The Legal Literacy Cell at Government College, Kharkhara, aims to educate students about their legal rights and responsibilities. It organizes workshops, seminars, and interactive sessions on various legal topics, such as fundamental rights, consumer protection, and cyber laws. By collaborating with legal professionals and institutions, the cell ensures that students are well-informed and capable of navigating legal challenges. Additionally, the cell provides resources and support for students facing legal issues, promoting a culture of legal awareness and empowerment within the college community.

Incharge: Dr. Manu Kumar

SUBJECT SOCIETIES

The College, boasts a variety of subject societies and clubs designed to enrich students' academic and extracurricular experiences. These societies include the Social Science Club, C V Raman Science Club each offering students opportunities to delve deeper into their respective fields. They organize lectures, workshops, and competitions, providing platforms for students to showcase their talents and knowledge. Additionally, the college hosts clubs like cultural Club, Eco Club & Sports Club which foster creative expression and environmental awareness. These societies and clubs play a pivotal role in holistic education, encouraging students to develop their skills, pursue their interests, and engage actively with peers and faculty. Through active participation, students enhance their leadership, teamwork, and critical thinking abilities, preparing them for future academic and professional endeavours.

STUDENT PROGRESSION COMMITTEE

The Student Progression Committee at Government College, Kharkhara, diligently tracks the outcomes of pass-out students, including those who pursue higher education and those entering the job market. Many graduates continue their studies at esteemed universities, enrolling in postgraduate programs to further their academic and professional qualifications. Additionally, numerous students secure employment in diverse fields such as education, government, private sectors, and entrepreneurship. The committee maintains records of these achievements, provides career

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counselling, and facilitates alumni interactions to inspire current students, showcasing the various paths they can take after completing their graduation.

Incharge: 1. Mrs. Rajshree (B.A.), 2. Mrs. Kavita (B.Sc.), 3. Dr. Sarita (B.Com.)

SC/ST/OBC/GRIEVANCE CELL

The SC/ST/OBC Grievance Cell is dedicated to addressing the concerns and issues of students from these communities. The cell provides a supportive platform for students to voice their grievances related to academic, social, and personal matters. It works proactively to ensure equal opportunities and a discrimination-free environment. By fostering a culture of respect and understanding, the SC/ST/OBC Grievance Cell contributes significantly to the holistic development and well-being of students from marginalized communities.

Incharge: Mr. Sushil Kumar

PLACEMENT/ENTREPRENEUR CELL

A placement cell is a dedicated department within an educational institution that focuses on facilitating job placements for students. It acts as a bridge between students and potential employers by organizing recruitment drives, internships, and workshops. The cell provides career counseling, resume-building assistance, and interview preparation to enhance students' employability skills. It maintains relationships with various companies and industry professionals to secure job opportunities and keep students informed about current job market trends. By coordinating with both students and employers, the placement cell ensures a smoother transition from education to employment, supporting students in achieving their career goals.

Incharge: Mrs. Ekta

SPORTS\YOGA CLUB

The sports club actively promotes athletic excellence and engagement by organizing annual athletic meets and fostering inter-university participation. It facilitates various sports events, including inter-university and state-level competitions, allowing students to showcase their talents. The club arranges trials for different sports, ensuring that all students have opportunities to participate and excel. A fully-equipped gym is also set up to support training and fitness. Through these initiatives, the sports club not only enhances students' athletic skills but also

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encourages a culture of sportsmanship, teamwork, and physical well-being within the institution.

Incharge: Dr. Hariprakash

EARN WHILE YOU LEARN SCHEME

The "Earn While You Learn" scheme, initiated by the Haryana government, provides financial assistance to needy and meritorious students. Under this scheme, eligible students receive Rs. 100 per hour for performing assigned duties such as assisting teachers and supporting office or lab work. This initiative aims to help students gain valuable work experience while alleviating financial burdens. By integrating practical work into their academic journey, the scheme enhances students' skills and provides financial support, thereby fostering both their personal and professional development. It serves as a bridge between education and real-world work experience.

Incharge: Mrs. Ekta

NATIONAL SERVICE SCHEME (NSS)

The National Service Scheme (NSS) is a program that aims to promote community service and social responsibility among students. At our institution, NSS is organized into two units: one for girls and one for boys, each consisting of 50 students. The program includes various activities designed to engage students in meaningful service projects and community development initiatives. Students participate in one-day camps and seven-day special camps, where they are involved in a range of activities such as cleanliness drives, health awareness programs, and educational workshops for underprivileged communities. These camps provide hands-on experience and foster a sense of social commitment and teamwork. Through NSS, students not only contribute to societal betterment but also develop leadership skills, enhance their problem-solving abilities, and gain a deeper understanding of social issues. The program aims to cultivate a spirit of selfless service and civic responsibility among the youth.

Incharge: 1. Dr. Mahesh Kumar (Boys Unit)

2. Mrs. Shilpa Bhatia (Girls Unit)

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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 disbursement to end beneficiary. "Har-Chhatravratti" Portal emerges as one of the most prominent scholarship portal 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

Incharge: Mr. Sushil Kumar (BC/Other Scholarship)

Mr. Deepak (SC Scholarship)

ATTENDANCE AND LEAVE OF ABSENCE

1. A student absent from the college for more than seven consecutive working days without satisfactory explanation is liable to have his/her name removed from the rolls. A student seeking re-admission after such removal should pay the prescribed re-admission fee of Rs. 500.
2. The minimum attendance prescribed by the University is 75% of the number of the working days in the academic year.
3. A student deputed to participate in matches, tournaments and sports events, NSS events etc. should submit her leave application duly recommended by the concerned incharge

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for necessary action before the events.

Incharge; Mr. Sushil Kumar

MENTOR-MENTEE CLUB

In the mentor-mentee groups system, students are divided into small groups, each assigned a lecturer as their mentor. The mentor provides academic guidance, helping students with their studies and addressing personal problems. They also offer career advice and support, helping students navigate their future paths. This system fosters a supportive environment where students receive personalized attention and mentorship to enhance their academic and personal growth.

Incharge: Dr. Ramniwas

DISCLAIMER

The information provided in this handbook is subject to change without prior notice. It is intended for general guidance only and may not reflect the most current policies or procedures.