



Govt. College Kharkhara, Rewari, 123106

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College E- Handbook

2026-27



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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. Dayawati

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 neighbouring 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 centre 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 neighbouring 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 neighbouring 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: - Ms. Jyoti Gupta

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 Mrs. Ekta

Government College Kharkhara, Rewari

University Academic Calendar

Indira Gandhi University
Meerpur-Rewari



इंदिरा गाँधी विश्वविद्यालय
मीरपुर-रेवाड़ी

(A State University Established under Haryana Act No. 29 of 2013)
Recognized u/s 12 (b) & 2(f) of UGC Act, 1956

NOTIFICATION

It is notified for information of all concerned that the following Academic Calendars approved by the Vice-Chancellor shall be observed in all the University Teaching Departments and affiliated Colleges/Institute (except Colleges of Education) of Indira Gandhi University, Meerpur, Rewari during the Academic Session 2026-27:

For University Teaching Departments (05 Days week Pattern)

Event	Duration
1 st Teaching Term	20.07.2026 to 31.10.2026
Vacations (Diwali)	01.11.2026 to 09.11.2026
2 nd Teaching Term	10.11.2026 to 30.11.2026
Examination	01.12.2026 onwards
Winter Vacation	25.12.2026 to 31.12.2026 Or 31.12.2026 to 06.01.2027
1 st Teaching Term	07.01.2027 to 19.03.2027
Vacations (Holi)	20.03.2027 to 25.03.2027
2 nd Teaching Term	26.03.2027 to 03.05.2027
Examinations	05.05.2027 onwards
Summer Vacation	25.05.2027 to 30.06.2027

For Affiliated Colleges/Institutes (06 Days week Pattern)

Event	Duration
1 st Teaching Term	20.07.2026 to 31.10.2026
Vacations (Diwali)	01.11.2026 to 09.11.2026
2 nd Teaching Term	10.11.2026 to 30.11.2026
Examination	01.12.2026 onwards
Winter Break	25.12.2026 to 06.01.2027
1 st Teaching Term	07.01.2027 to 19.03.2027
Vacations (Holi)	20.03.2027 to 28.03.2027
2 nd Teaching Term	29.03.2027 to 03.05.2027
Examination	05.05.2027 onwards
Summer Vacation	20.05.2027 to 30.06.2027

Government College Kharkhara, Rewari

College Activity Calendar

Month	Department/Club	Activity
July 2026	NSS	Kargil Vijay Diwas Celebration
	NSS	Ek Ped Maa Ke Naam – Tree Plantation Drive
August 2026	Geography	Extension Lecture
	Physics	Orientation Guidance and lab safety awareness
	YRC	Extension Lecture
	Cultural Society	Talent Search (Pratibha Khoj)
	Women Cell	Teej Festival Celebration
	NSS	Independence Day Celebration, Cleanliness Drive
	Yoga Club	Two Yoga Sessions
	Placement Cell	Orientation program & Registration under placement cell Extension Lecture on Career Guidance
	Commerce	Extension Lecture on “Financial Inclusion”
	Geography	Poster Making Competition (Ozone Day)
September 2026	Mathematics	College Science/Math Quiz
	Physics	Know Your Lab
	Hindi Society	Hindi Diwas Celebration
	YRC	Slogan Writing Competition
	Cultural Society	Rangoli/Poster Competition
	Women Cell	Teacher’s Day Celebration
	NSS	NSS Day Celebration, Haryana Shaheedi Diwas
	Yoga Club	Two Yoga Sessions
	अन्वेषण मंच	Orientation on Indian Knowledge System (IKS) & Intellectual Property Rights (IPR)
	Placement Cell	Extension Lecture on Skill Development and PPT Preparation, Presentation
	Commerce	Extension Lecture on “E-commerce” Student completion on Power Point Presentation
	Geography	Quiz Competition
	Mathematics	Science/Math Essay Writing Competition
	Physics	Dr. APJ Abdul Kalam Birthday Celebration
October 2026	Hindi Society	Poetry Recitation Competition
	YRC	Poster Making Competition
	Cultural Society	Diwali Festival Celebration
	Women Cell	Karva Chauth Celebration
	NSS	Gandhi Jayanti Celebration, One-Day NSS Camp, National Unity Day
	Yoga Club	Two Yoga Sessions
	अन्वेषण मंच	Poster Making & Quiz Competition on IKS and IPR
	Placement Cell	Extension Lecture on Personality Development Workshop on Soft Skill Development
	Commerce	Practice on hand over the topic “Filling of ITR” Quiz Competition “Business Concepts”
	Mathematics	Ramanujan Talent Hunt-I
November 2026	Hindi Society	Essay Writing Competition
	YRC	Short Film Screening
	Women Cell	Diwali Celebration

Government College Kharkhara, Rewari

	NSS	One-Day NSS Camp, Constitution Day Celebration
	Physics	Quiz Competition
	Yoga Club	Two Yoga Sessions
	Placement Cell	Workshop on CV writing & Interview Concept Information about Entrance Exams after Graduation
	Commerce	Extension Lecture on "Corporate Social Responsibility"
December 2026	Women Cell	Health & Hygiene Awareness Camp
	Yoga Club	Two Yoga Sessions
January 2027	Geography	Model Making Competition/Exhibition
	Mathematics	Mathematics Competitive Quiz
	Physics	Science Exhibition
	Hindi Society	Painting Competition
	YRC	Painting Competition
	Women Cell	National Girl Child Day
	Yoga Club	Two Yoga Sessions
February 2027	Mathematics	Ramanujan Talent Hunt-II
	Physics	National Science Day Celebration
	Hindi Society	International Mother Language Day
	YRC	Teacher Training
	Cultural Society	Basant Utsav (Song/Ghazal/Bhajan)
	Women Cell	Career Guidance & Soft Skills Workshop
	NSS	Seven-Day Special NSS Camp
	Yoga Club	Two Yoga Sessions
	अन्वेषण मंच	Expert Lecture on Traditional Knowledge, Innovation & Patent Awareness
	Placement Cell	Talk by Industrial Expert Job Fair training as per schedule provided by D.G.H.E.
	Commerce	Poster Making "Marketing Management" Logo Identification competition
March 2027	Geography	Slogan Writing Competition
	Hindi Society	Extension Lecture
	Cultural Society	Poetry Competition, Holi Festival, Swar Manjari/Expressive Event
	Women Cell	International Women's Day Celebration
	Yoga Club	Two Yoga Sessions
April 2027	NSS	World Earth Day
	Yoga Club	Two Yoga Sessions
	अन्वेषण मंच	Model/Idea Presentation Competition: "Innovations Inspired by Indian Knowledge System"
May 2027	Yoga Club	Two Yoga Sessions, International Yoga Day & Two Yoga Sessions
June 2027	NSS	World Environment Day, International Yoga Day

Government College Kharkhara, Rewari

COURSES/PROGRAMMES OFFERED

UG Programmes

1. Bachelor in Arts (B.A.): Six semesters
2. Bachelor in Commerce (B.Com): Six Semesters
3. Bachelor in Science in Physical Sciences (B.Sc. Non-Medical): Six Semesters
4. Bachelor in Science with Major in Chemistry :Six Semesters

PG Programme

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

NEP 2020 Implementation

The National Education Policy (NEP) 2020 is a major reform in the Indian education system aimed at making education more holistic, flexible, and multidisciplinary. It emphasizes skill development, critical thinking, and a learner-centric approach.

At our institution, NEP 2020 has been implemented from the academic session 2024–25. Under this new policy framework, we are offering various course components such as:

SEC – Skill Enhancement Courses

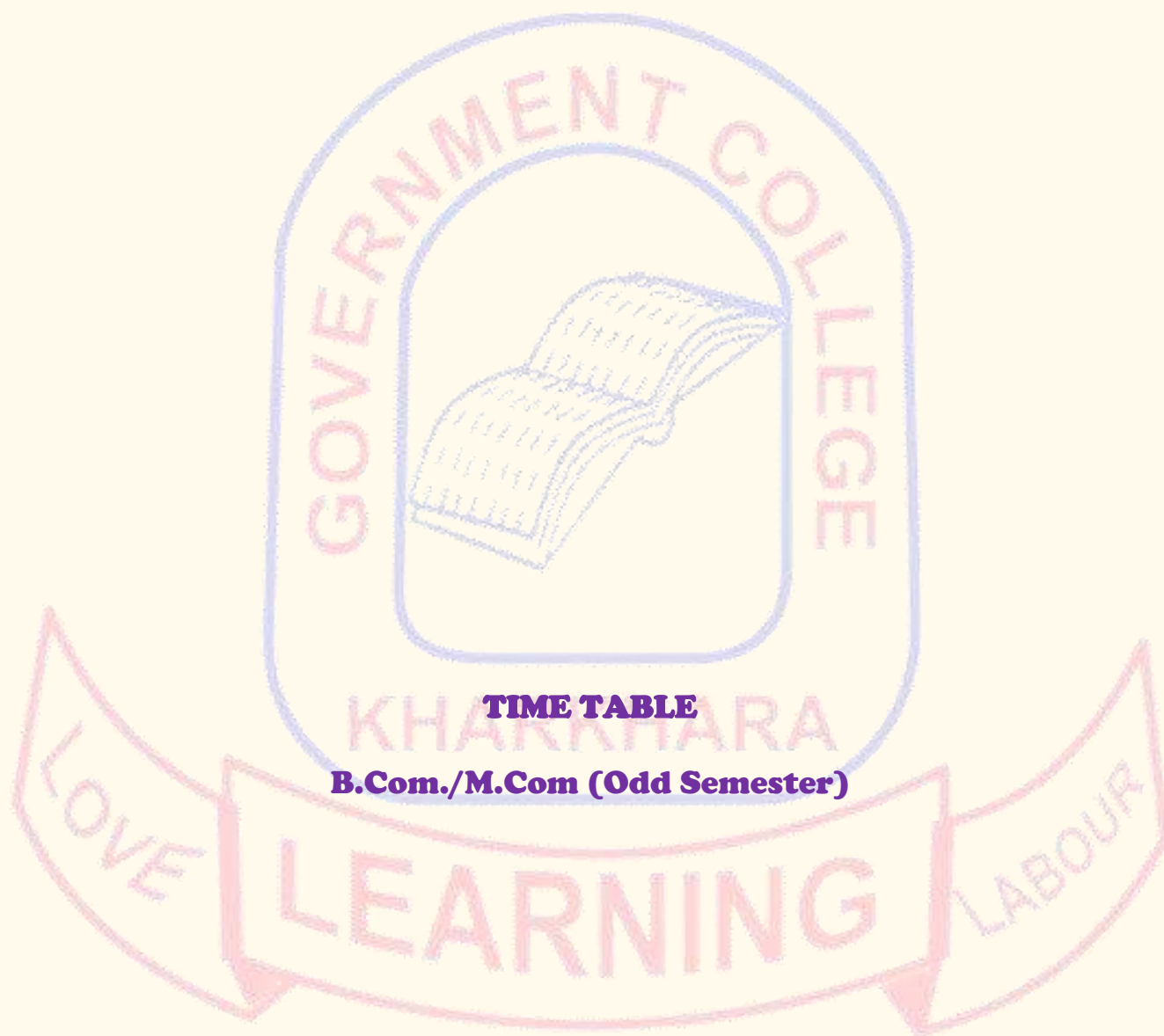
VAC – Value Added Courses

AEC – Ability Enhancement Courses

MDC – Major Discipline Courses

Government College Kharkhara, Rewari

DEPARTMENTS WITH FACULTY



TIME TABLE

B.Com./M.Com (Odd Semester)

Government College Kharkhara, Rewari

Department	Faculty	Contact Number	Photo
Geography	Mrs. Dayawati (HOD) DDEO	7413845392	
	Ms. Jyoti Gupta (Library)	7988221870	
	Dr. Pradeep Kumar	9728834030	
	Mrs. Rajshree	9466314616	
	Ms. Perna	8607272084	
Physical Education	Dr. Hari Prakash (HOD)	9466048244	
Commerce	Dr. Ramniwas (Bursar) HOD	9467643954	
	Mrs. Ekta (Placement Cell)	9999660136	
	Mr. Deepak	7056947351	
	Mrs. Sweety	9050283862	
	Mrs. Shilpa Bhatia	9671521372	
	Dr. Sarita	8901219462	
	Dr. Bharat Bhushan	8708427264	
Economics	Dr. Sidhanshu (IQAC Coordinator)	9466325917	
Hindi	Mr. Aman (NSS, Cultural)	7895913203	

Government College Kharkhara, Rewari

	Dr. Sarita	8168057574	
English	Dr. Mahesh Kumar	9961072221	
	Mrs. Manya Bhola	9818027048	
Mathematics	Mr. Satyendra Singh (HOD, Registrar)	9050728236	
Physics	Mrs. Prita (HOD, Women Cell)	8059196440	
	Dr. Monu (NSS)	7869148504	
	Dr. Meenakshi	9813915020	
Chemistry	Dr. Manu Kumar (HOD)	9466373650	
	Mrs. Kavita	9017832437	
History	Mr. Sushil Kumar (BC Scholarship)	9416408746	



Government College Kharkhara, Rewari

Govt. College, Kharkhara (Rewari) 03-08-2026						
Time Table of Commerce Department 2026-27 W.E.F. 03-08-2026 (Odd Sem.)						
	9:00 to 10:00 1	10:00 to 11:00 2	11:00 to 12:00 3	12:00 to 1:00 4	1:00 to 2:00 5	2:00 to 03:00 6
B.Com III R. No. 312 (A+B)	****	Fin. Mgt. Sh. Deepak 1-5	Cost Account Mrs. Shilpa 1-5	GST Dr. Sarita 1-5	I. Tax Ret. Filling Dr. Ram Niwas 1-6	****
B.Com II (A+B) R. No. 311 (Th. +Tut.)	Income Tax Dr. Ram Niwas 1-5	H.R.M. Ms. Ekta 1-5	AEC English Hindi	Corp. Accounting Sh. Deepak 1-5	Business Eco. Mrs. Shilpa (1-3) SEC Mrs. Sweety (4-6)	MDC **** Geo/Eco
B.Com I (A+B) R. No. LT-III (Th. +Tut.)	Comp. Fin. Acct. Mrs. Ekta (1-4) Human Value (5-6)	AEC Hindi / English Basic of Stat, Dr. Sarita(1-2)	Bus. Org. & Mgt. Sweety (1-3) Company Law Sweety (4-6)	****	MDC Geography / Eco.	****
M.Com (F) R. No. 305 (Th. +Tut.)	Digital Marketing Mrs. Shilpa 1-5	Accounting Theory Mrs. Sweety 1-5	B.R. C. A. Dr. Sarita 1-6	Advt. & Per. Selling Dr. Ram Niwas (1-5)	Consumer Behavior Ms. Ekta 1-5 OEC (6)	Retail Mgt. Sh. Deepak 1-5 OEC (6)
M.Com (P) R. No. 306 (Th. +Tut.)	Fin. Inst. Market Mrs. Sweety 1-5 Seminar (6)	Statistical Skill Mrs. Shilpa 1-5 Seminar (6)	M. C. O. B. Dr. Ram Niwas 1-5	H. R. M. Ms. Ekta 1-5	Mgmt. Accounting Sh. Deepak 1-5	Managerial Eco. Dr. Sarita 1-5

Note: There will be remedial classes on every first and third Saturday by deducting 5 minutes in each class.

Note: There will be mentor classes on every second and fourth Saturday by deducting 5 minutes in each class.

Santa
In-charge

S. I. S.
Overall In-Charge

S. Choudhary
Principal
Govt. College Kharkhara
Rewari



B.A. (Odd Semester)

Government College Kharkhara, Rewari

GOVT COLLEGE KHARKHARA (REWARI)

Arts Time Table (2026-27) (Odd Semester) (Tentative)

w.e.f. 20-07-2026

Periods	1	2	3	4	5	6	7
Time	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
B.A. I Sec - A	Political Sci (1-3) R-106 Hindi (4-6) R-115	History (1-3) R-115 MDC (4-6)	Minor (1-2) R-206, 111 SEC (3-4) R-202	VAC (1-2) R-106 AEC (5-6) R-115, 111	SEC Prac. (1-6) R-202 Hin. Tu. (1-6) Pol. Sc. Tu. (1-6) Hist. Tu. (1-6)		
B.A. I Sec - B	Hindi (1-3) R-114 English (4-6) R-111	History (1-3) R-115 Economics (1-3) R-106 MDC (4-6)	Minor (1-2) R-206, 111 Geography (4-6) R-315 Phy. Edu. (4-6) R-114	SEC (1-2) R-202 VAC (3-4) R-106 AEC (5-6) R-111	SEC/Geo/Phy. Edu. Prac. (1-6) R-202, 304 Eng. Tu. (1-6) Hin. Tu. (1-6) Hist. Tu. (1-6)	Eco. Tu. (1-6)	
B.A. I Sec - C	Political Sci (1-3) R-106 English (4-6) R-206	Economics (1-3) R-106 MDC (4-6)	Minor (1-2) R-206, 111 Geography (4-6) R-315	SEC (3-4) R-202 VAC (3-4) R-106 AEC (5-6) R-115, 111	SEC/Geo Prac. (1-6) R-202, 304 Eng. Tu. (1-6) Pol. Sc. Tu. (1-6)	Eco. Tu. (1-6)	
B.A. II Sec - A	English (1-3) R-206 Political Sci (4-6) R-106	MDC (1-3) History (4-6) R-106	Hindi (1-3) R-106 SEC (5-6)	AEC (1-2) R-115, 111 His. Tu. (3-5) Pol. Sc. Tu. (3-5)	Eng. Tu. (1-3) Hindi Tu. (1-3) R-114, 115 SEC Pr.		
B.A. II Sec - B	Hindi (1-3) R-115	MDC (1-3) History (4-6) R-115 Eco. (4-6) (R-106)	Geography (1-3) R-315 Phy. Edu. (1-3) R-114 SEC (5-6)	AEC (1-2) R-115, 111 English (4-6) R-206 Geo/SEC Pr. (3-6) R-315		Eng. Tu. (1-4) Hindi Tu. (1-4) His. Tu. (1-4) Eco. Tu. (1-4) R-106, 111, 114, 115	
B.A. II Sec - C	Hindi (1-3) R-114 Political Sci (4-6) R-106	MDC (1-3) Economics (4-6) R-115	Geography (1-3) R-315 Phy. Edu. (1-3) R-114 SEC (5-6)	AEC (1-2) R-115, 111 English (4-6) R-206	Geo/SEC Prac. (1-6) R-304 Eng. Tu. (1-3) Hindi Tu. (4-6) Hist. Tu. (1-3) Pol. Sc. Tu. (1-3)		
B.A. III Sec - A	Geography (1-3) (R-315) Phy. Edu. (1-3) Tutorial	English/Hindi (1-3) (R-206) Pol. Sci (4-6)	History (1-3) R-115 Eco. (1-3) (R-106) VOC (4-6)	Phy. Edu. /Geo. Prac. (R-315) (1-6) Tutorial	Tutorial		
B.A. III Sec - B	Geography (1-3) R-315 Tutorial	English/Hindi (1-3) Pol. Sci (4-6) R-114	History (1-3) R-115 VOC (4-6)	Phy. Edu. /Geo. Prac. (R-315) (1-6) Tutorial	Tutorial		

(Arts Time Table In-Charge)

(Time Table In-Charge)

Principal
Govt. College Kharkhara
Rewari

M.Sc. Geography

Government College Kharkhara, Rewari

GOVT COLLEGE KHARKHARA (REWARI) M.Sc. Geography Time Table (2026-27) (Odd Semester) (Tentative)

w.e.f.- 20.07.2026

Periods	1	2	3	4	5	6	7
Time	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
M.Sc. I (R-313)	Fundamentals of Geomorphology (1-4) Th.	Statistical Methods in Geography (1-2) Th.	Principal of Climatology (1-4) Th.	Advanced Geography of India (1-4) Th.	Advanced Cartography (1-4) Pr.		
	Statistical Methods in Geography (5-6) Th.	Geography of World Economic System (3-6) Th.		Seminar (5-6)			
M.Sc. II (R-304)	Geography of Disaster Management (1-4) Th.	Political Geography (1-4) Th.	Fundamentals of Photogrammetry and Remote Sensing (1-4) Th.	Regional Development and Planning with Special Reference to India (1-2) Th.	Field Survey (1-4)		
	Field Survey (5-6) Th.	Field Survey (5-6)	Regional Development and Planning with Special Reference to India (5-6) Th.	Urban Geography (3-6) Th.	OEC (5-6)		

(M.Sc. Geography Time Table In-Charge)

Time Table In-Charge

Principal
Govt. College Kharkhara
Rewari

B.Sc. Physical Sciences (Odd Semester)

GOVT COLLEGE KHARKHARA (REWARI)

Time Table Faculty of Science (2026-27)(ODD SEMESTER)

w.e.f. 01/08/2026

SrNo	Period → Class ↓	1 9 am -10 am	2 10 am-11 am	3 11 am- 12 noon	4 12 noon- 1 pm	5 1 pm -2 pm	6 2 pm -3 pm	7 3 pm - 4 pm
1	B.Sc. I Chemistry Major	Chem II (1-3) R-116 Chem (4-6) R-209	Practicals (1-4) Phy(R-212), Chem (R-117), Chem II (R-117), SEC (R-202)		SEC(1-2) VAC (3-4) R-209 AEC(5-6) R-206	Physics (1-3) R- 209 MDC (4-6) R-		
2	B.Sc. I	Math (1-3) R-205 Chem (4-6) R- 209	Practicals (1-4) Phy(R-212), Chem(R-117), Math (R-205), SEC(R-202)		SEC(1-2) VAC (3-4) R-209 AEC(5-6) R-206	Physics (1-3) R- 209 MDC (4-6) R-		
				Minor(5-6) (R- 210)				
3	B.Sc. II	SEC(1-2) R-209 Physics (4-6) R- 210	Geo(1-3) R- 209 AEC(5-6) R- 206	Chem(4-6) R- 209	Practicals (1-6) Phy(R-212), Chem(R-117), Math (R-205), Minor(R-315) SEC(R-116)		MDC(1-3) R-106 Math (4-6) R-205	
4	B.Sc. III	Chem (4-6) R-116	Physics (1-3) R-210	VOC (1-3) R-210 Math(4-6) R-205	Practicals (1-4) (Phy(R-212), Chem(R-117), Math (R-205), VOC(R-116/212)			

Note: There will be Mentor's Class on every 2nd and 4th Saturday of the week as per Mentor-Mentee Schedule.

Time Table Incharge
Science

Time Table
Incharge

Principal
Govt. College Kharkhara
Rewari

Government College Kharkhara, Rewari

NON-TEACHING STAFF

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

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.

Government College Kharkhara, Rewari

- 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.

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	9466048244
2.	Mrs. Ekta	9999660136
3.	Dr. Manu Kumar	9466373650

INTERNAL COMPLAINTS COMMITTEE

and

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. 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

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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. Daya Wati	7413845392
2.	Dr. Sidhanshu (Convener)	9466325917
3.	Dr. Hari Prakash	9466048244
4.	Dr. Ramniwas	9467643954

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: Sh. Satyender Singh

Dy. Registrar: Dr. Pradeep Kumar

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 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: Mrs. Prita

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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: Mrs. Shilpa

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

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

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

Incharge: Dr. Hariprakash

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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. Sh. Aman (Boys Unit)

2. Dr. Monu (Girls Unit)

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 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.

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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)

Mr. Deepak (SC Scholarship)

Dr. Monu (Other 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 for necessary action before the events.

Incharge; Dr. Pradeep Kumar

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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: Mrs. Daya (C), Dr. Kavita Yadav (Science), Dr. Sarita (Arts), Smt. Sweety (Commerce)

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.

