

Sat Jinda Kalyana (PG) College, Kalanaur

(NAAC ACCREDITED 'A' GRADE & ISO 9001:2015 CERTIFIED INSTITUTE)

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AQAR: 2023-2024



CRITERION 6

Governance, Leadership and Management

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative set up, appointment and service rules, procedures etc.

Documents

1. List of Governing Body members
2. List of annual committees
2. Supporting documents of adherence to the rules
 - a. Revised criteria for appointment
3. Policy Document of Grievance Redressal Cell

Submitted to

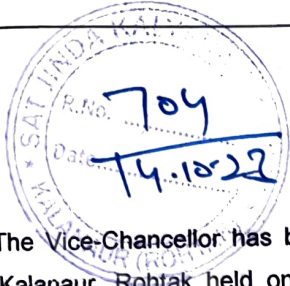


National Assessment and Accreditation Council



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)
NAAC Accredited 'A+' Grade



NOTIFICATION

The Vice-Chancellor has been pleased to approve the election report of the Governing Body of Sat Jinda Kalyana College, Kalanaur, Rohtak held on 06.08.2023 under the supervision of University Observer, Prof. Harish Dureja, Dept. of Pharmaceutical Science, M.D. University, Rohtak. As per election report, the following office Bearers, Members of Governing Body, Teaching and Non-teaching staff representatives elected unopposed:-

Scan & office to Put in file
Society Elect
14/10/22
Prakash
14/10/22

| Post | Name of candidate | Father's Name |
|-----------------------|----------------------------|--------------------------|
| Office Bearers | | |
| President | Sh. Shadi Lal Batra | Sh. Aishi Lal Batra |
| Vice-President | Sh. Bihari Lal Madan | Sh. Ladha Ram Madan |
| General Secretary | Sh. Mahinder Kumar Khurana | Sh. Ram Ditta Mal |
| Treasurer | Sh. Gaurav Juneja | Sh. Santosh Kumar Juneja |

Members of the Governing Body

| | | |
|----|--------------------------|------------------------|
| 1. | Sh. Ved Parkash Batra | Sh. Aishi Lal Batra |
| 2. | Sh. Ashwani Kumar Juneja | Sh. Hari Chand Juneja |
| 3. | Dr. Aparna Batra | Sh. Shadi Lal Batra |
| 4. | Dr. Rashmi Bajaj | Sh. Roshan Lal Bajaj |
| 5. | Sh. Surender Kumar Batra | Late Sh. Shiva Ditta |
| 6. | Sh. Mahesh Chaudhri | Sh. B.K. Chaudhri |
| 7. | Sh. Sumit Kumar Batra | Sh. Raj Kumar Batra |
| 8. | Sh. Pawan Kumar Juneja | Sh. Manohar Lal Juneja |

Teaching Staff Representatives

1. Dr. Gurvinder Singh S/o Sh. Balwant Singh, Associate Prof. in Mathematics
2. Dr. Mamta Rani D/o Sh. Rattan Singh, Associate Prof. in Political Science

Non-Teaching Staff Representative

1. Sh. Sanjay Kumar S/o Sh. Ved Prakash, Deputy Superintendent

In addition to above, the Vice-Chancellor has been pleased to appoint Dr. Randeep Rana, Dept. of English, M.D. University, Rohtak as University Nominee on the above said Governing Body for a period of three years.

Dean Colleges Dev. Council

Email

Endst.No.CB-IV (C)/2023/ 24192-94

Dated 29-9-2023

Copy of the above is forwarded to the following for information and necessary action:

1. Prof. Randeep Rana, Dept. of English, M.D. University, Rohtak.
2. President, Governing Body, Sat Jinda Kalyana College, Kalanaur, Rohtak.
3. Principal, Sat Jinda Kalyana College, Kalanaur, Rohtak with the request to pay TA/DA etc. to the University Nominee as and when, he attends the meeting of the Governing Body.

Deepak Kumar
29/9/23
Superintendent (Colleges)
For DCDC

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Annual Duties (2023-2024)

Dated : 18.07.2023


The duties mentioned against each faculty members shall come into force w.e.f. 21.07.2023
Convener/Incharges of various committees/cells are requested to note down the name of faculty members associated with them. Ex-Convener/Incharges are directed to hand over the charges, if any, to new incumbents by 26.07.2023 under intimation to the undersigned

| | | | |
|----------|--|-----------|---|
| 1 | College Council | 8 | Library Advisory & Book-Bank Committee |
| | 1 Dr. N.K.Dua (Chairperson) 2 Dr. R.K.Bhaskar 3 Mrs. Urmil Dalal (Co-Ordinator) 4 Dr. Ritu Lall 5 Dr. Shalini Sharma 6 Dr. Gurvinder Singh | | 1 Dr. Mamta Rani (Convener) 2 Dr. Deepa Juneja 3 Sh. Raj Kumar Vats |
| 2 | IQAC | 9 | SC/ST & Minority Cell |
| | 1 Dr. N.K.Dua (Chairperson) 2 Dr. R.K.Bhaskar 3 Mrs. Urmil Dalal 4 Dr. Ritu Lall (Co-Ordinator) 5 Dr. Shalini Sharma 6 Dr. Gurvinder Singh 7 Dr. Mamta Rani 8 Dr. Vikas Kumar 9 Dr. Poonam Adhlakha 10 Dr. Manasa Rai 11 Dr. Umesh Kumar 12 Sh. Sanjay Khitha | | 1 Dr. Mamta Rani (Convener) 2 Dr. Shalini Sharma 3 Dr. Gurvinder Singh 4 Dr. Suman |
| 3 | RUSA/UGC Committee | 10 | Hospitality Committee |
| | 1 Dr. Gurvinder Singh (Convener) 2 Dr. Mamta Rani 3 Dr. Poonam Adhlakha 4 Sh. M.S.Sharma | | 1 Dr. Ritu Lall (Convener) 2 Dr. Poonam Adhlakha 3 Dr. Umesh Kumar 4 Dr. Payal Gulati 5 Dr. Suman 7 Dr. Chetna 8 Mrs. Laxmi 9 Dr. Reetu Sharma |
| 4 | Purchase Committee | 11 | College Dispensary/First Aid |
| | 1 Dr. Ritu Lall (Convener) 2 Dr. Mamta Rani 3 Sh. Harish Chander 4 Sh. Sanjay Khitha | | 1 Dr. Poonam Adhlakha 2 Dr. Payal Gulati |
| 5 | Chief Mentor | 12 | College Magazine Committee |
| | Dr. Ritu Lall | | 1 Dr. Shalini Sharma (Chief Editor) 2 Dr. Vikas Kumar, Editor-Hindi 3 Dr. Deepa Juneja, Editor Planning Form 4 Dr. Poonam Adhlakha, Editor-Science 5 Dr. Manasa Rai, Editor-English 6 Dr. Umesh Kumar, Editor-Sanskrit |
| 6 | Building Committee & Beautification of Campus | 13 | Youth Red Cross & Red Ribbon Club |
| | 1 Dr. Mamta Rani (Convener/Estate Officer) 2 Dr. Satish Narwal 3 Dr. Suman 4 Dr. Krishan Kumar 5 Sh. Hemant, Clerk | | Dr. Satish Narwal (Counselor) Advisory Committee 1 Dr. N.K.Dua (Chairperson) 2 Dr. Shalini Sharma 3 Dr. Poonam Adhlakha 4 Sh. Harish Chander |
| 7 | University Works Incharge | 14 | Time Table Committee (UG) |
| | 1 Dr. Satish Narwal 2 Dr. Manasa Rai | | 1 Dr. Poonam Adhlakha 2 Mrs. Laxmi |
| | | 15 | Time Table Committee (PG) |
| | | | 1 Mrs. Urmil Dalal 2 Dr. Rajesh Kumar |

| | | | |
|----|--|----|--|
| 16 | Shamiana & Seating Arrangement Committee / Sound | 28 | Press/Media Committee |
| | 1 Dr. Satish Narwal (Convener) 2 Sh. Harish Chaner 3 Dr. Krishan Kumar 5 Sh. Hemant, Clerk | | 1 Dr. Deepa Juneja 2 Dr. Suman 3 Ms. Payal Gulati 4 Sh. Naresh Kumar, Clerk |
| 17 | NCC Officer | 29 | Cultural & Youth Festival |
| | 1 Dr. Vikas Kumar (Boys Unit) ANO 2 Dr. Deepa Juneja (Girls Incharge) | | Dr. Shalini Sharma (Convener) Dr. Manasa Rai (Co-Convener) Dr. Umesh Kumar (Co-Convener) |
| 18 | Alumni Cell | | 1 Dr. Manasa Rai } (Symposium, 2 Dr. Umesh Kumar } Debate, Poetry, 3 Sh. Harish Chander } English) |
| | 1 Dr. Deepa Juneja (Convener) 2 Dr. Poonam Adhlakha 3 Dr. Umesh Kumar 4 Sh. Harish Chander 5 Dr. Payal Gulati 6 Sh. Sanjay Khitha | | 4 Dr. Vikas Kumar } Debate (Hindi) 5 Dr. Suman 6 Dr. Shalini Sharma (Skit/Mime) 7 Dr. Satish Narwal |
| 19 | P.T.M. | | 8 Dr. Mamta Rani (Poetry Haryanvi) 9 Dr. Vikas Kumar (Poetry Hindi) 10 Dr. Vikas Kumar (Poetry Urdu) 11 Dr. Ritu Lall } 12 Dr. Mamta Rani } 13 Dr. Deepa Juneja } Quizes 14 Dr. Payal Gulati } |
| | 1 Dr. Umesh Kumar (Convener) 2 Dr. Suman 3 Dr. Payal Gulati 4 Dr. Chetna | | 15 Dr. Umesh Kumar (Shalokacharan/ Declamation-Skt.) 16 Dr. Gurvinder Singh (Punjabi Poetry) |
| 20 | Legal Literacy Cell | 31 | NSS Officers |
| | 1 Dr. Vikas Kumar (Convener) 2 Dr. Manasa Rai 3 Dr. Ritu Sharma | | Dr. Umesh Kumar (Boys Unit-I) Dr. Manasa Rai (Girls Unit-II) |
| 21 | House Exam Cell | | NSS Advisory Committee |
| | 1 Dr. Vikas Kumar (Convener) 2 Dr. Satish Narwal | | 1 Dr. N.K.Dua (chairperson) 2 Dr. Shalini Sharma 3 Dr. Poonam Adhlakha 4 Dr. Satish Narwal |
| 22 | Women Cell | 32 | Discipline Committee |
| | 1 Dr.Suman (Convener) 2 Dr. Payal Gulati 3 Dr. Chetna | | 1 Dr. Shalini Sharma (Convener) 2 Mrs. Urmil Dalal 3 Dr. Gurvinder Singh 4 Dr. Mamta Rani 5 Dr. Vikas Kumar 6 Dr. Satish Narwal 7 Dr. Suman 8 Sh. Harish Chander 9 Dr. Krishan Kumar 10 Dr. Rajesh Kumar 11 Mrs. Laxmi 12 Dr. Ritu Sharma |
| 23 | Income Tax Calculation Committee | 33 | Decoration Committee |
| | 1 Sh. Harish Chander 2 Dr. Payal Gulati | | 1 Dr. Mamta Rani (Convener) 2 Dr. Suman 3 Dr. Payal Gulati 4 Dr. Rajesh Kumar |
| 24 | Bursar Dr. Gurvinder Singh | | |
| 25 | Earn While You Learn | | |
| | 1 Dr. Poonam Adhlakha (Convener) 2 Dr. Manasa Rai 2 Dr. Suman 3 Dr. Payal Gulati | | |
| 26 | Environmental Club | | |
| | 1 Mrs. Urmil Dalal (Convener) 2 Dr. Deepa Juneja 3 Dr. Satish Narwal 4 Dr. Suman | | |
| 27 | A.S.P.I.O | | |
| | 1 Dr. Vikas Kumar 2 Sh. M.S.Sharma | | |

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| 34 | Photography | 47 | Grievances Cell |
| | 1 Dr. Poonam Adhlakha (Convener) 2 Dr. Umesh Kumar | | 1 Dr. N.K.Dua (Chairperson) 2 Dr. Ritu Lall 3 Dr. Shalini Sharma 4 Dr. Gurvinder Singh 5 Dr. Vikas Kumar 6 Sh. M.S.Sharma |
| 35 | Voter Awareness Cell | | |
| | 1 Dr. Satish Narwal 2 Dr. Suman 3 Sh. Harish Chander | | |
| 36 | NODAL Officer PRAN | 48 | Entrepreneurship Development Club (EDC) |
| | Dr. Deepa Juneja | | 1 Dr. Poonam Adhlakha (Convener) 2 Dr. Manasa Rai 3 Dr. Payal Gulati 4 Dr. Rajesh Kumar |
| 37 | Career Counselling & Guidance Cell | | |
| | Dr. Chetna | | |
| 38 | Code of Conduct Committee | 49 | Sports Board |
| | 1 Dr. N.K.Dua (Chairperson) 2 Dr. Ritu Lall (Convener) 3 Dr. Shalini Sharma 4 Dr. Manasa Rai | | 1 Dr. N.K.Dua (Chairperson) 2 Dr. Krishan Kumar (Secretary) 3 Dr. Poonam Adhlakha 4 Dr. Satish Narwal |
| 39 | Fee Concession Committee | 50 | Employment/Placement/Information Cell |
| | 1 Dr. Mamta Rani 2 Dr. Poonam Adhlakha | | 1 Dr. Poonam Adhlakha (Convener) 2 Sh. Harish Chander 3 Dr. Chetna |
| 40 | Canteen Committee | 51 | Stage Secretary |
| | 1 Dr. Satish Narwal 2 Dr. Umesh Kumar | | 1 Dr. Shalini Sharma (Convener) 2 Dr. Vikas Kumar 3 Dr. Manasa Rai 4 Dr. Umesh Kumar |
| 41 | Printing/Brochure Committee | 52 | Website Management |
| | 1 Dr. Shalini Sharma 2 Dr. Gurvinder Singh 3 Dr. Vikas Kumar 4 Dr. Manasa Rai | | 1 Dr. Manasa Rai 2 Mrs. Laxmi |
| 42 | Result Verification Committee | 53 | Road Safety Club |
| | 1 Dr. Deepa Juneja (Convener) 3 Dr. Poonam Adhlakha 4 Sh. Harish Chander | | 1 Dr. Deepa Juneja (Incharge) 2 Dr. Poonam Adhlakha 3 Dr. Satish Narwal 4 Dr. Payal Gulati |
| 43 | Memento/Prizes Committee | 54 | Planning Board |
| | 1 Dr. Deepa Juneja (Convener) 2 Dr. Poonam Adhlakha 3 Dr. Payal Gulati 4 Dr. Chetna 5 Dr. Rajesh Kumar | | 1 Dr. N.K.Dua (Chairperson) 2 Dr. Ritu Lall (Convener) 3 Dr. Shalini Sharma 4 Dr. Gurvinder Singh 5 Sh. M.S. Sharma |
| 44 | Lesson Plan Review Committee | 55 | Online Admission |
| | 1 Dr. Ritu Lall 2 Dr. Shalini Sharma | | 1 Dr. Gurvinder Singh (Nodal Officer) 2 Dr. Manasa Rai 3 Sh. Sanjay Khitha, Dy. Supdt. 4 Sh. Naresh Kumar, Clerk |
| 45 | Bus Management Committee | | |
| | 1 Dr. Satish Narwal 2 Dr. Suman | | |
| 46 | Incharges Smart Class Rooms | | |
| | 1 Dr. Gurvinder Singh 2 Mrs. Laxmi | | |

| | | | |
|-----------|--|--|--|
| 56 | University Outreach Programme 1 Dr. Mamta Rani 2 Sh. Harish Chander Advisory Committee 1 Dr. N.K.Dua (Chairperson) 2 Dr. Vikas Kumar (NCC Officer Boys) 3 Dr. Deepa Juneja (NCC Officer Girls) 4 Dr. Satish Narwal (YRC Counsellor) 5 Dr. Manasa Rai (NSS Officer Girls) 6 Dr. Umesh Kumar (NSS Officer Boys) | 61 | Apex Committee for Anti Ragging 1 Dr. N.K.Dua, Principal 2 Dr.Ritu Lall, Member Secretary 3 Dr. Shalini Sharma, Member 4 Dr. Gurvinder Singh, Member 5 Sh. Sanjay Khitha, Member |
| | 57 | SC/BC and other Scholarship 1 Dr.Gurvinder Singh (Nodal Officer) 2 Dr. Shalini Sharma 3 Dr. Mamta Rani 4 Dr. Manasa Rai | 62 |
| 58 | Feedback Committee 1 Dr. Gurvinder Singh (Convener) 2 Dr. Poonam Adhlakha 3 Dr. Umesh Kumar 4 Dr. Suman 5 Dr. Payal Gulati 6 Dr. Chetna 7 Mrs. Laxmi | 63 | Anti Sexual Harassment Committee 1 Dr. Shalini Sharma (Convener) 2 Dr. Gurvinder Singh 3 Dr. Mamta Rani 4 Dr. Umesh Kumar 5 Dr. Suman |
| 59 | AISHE Cell 1 Dr. Gurvinder Singh (Convener) 2 Dr. Poonam Adhlakha 3 Dr. Umesh Kumar 4 Sh. Sanjay Khitha | 64 | Equal Opprtunity Cell & Committee for differently abled students 1 Dr. Manasa Rai (Convener) 3 Dr. Satish Narwal |
| 60 | Add-on-Courses 1 Dr. Poonam Adhlakha 2 Dr. Manasa Rai 3 Dr. Payal Gulati 4 Mrs. Laxmi | 65 | Campus Cleanliness 1 Dr. Krishan Kumar 2 Sh. M.S. Sharma |


 (Dr. N.K.Dua)
 Principal



From

Principal Secretary Govt. of Haryana,
Higher Education Department,
Haryana, Chandigarh.

All the Principals,
Govt. Aided Private Colleges in State of Haryana.

Memo No. KW 8/36-2009 C-IV (3)
Dated, Panchkula, the 12-12-2022

Subject: Revised criteria for the recruitment of Assistant Professor and Principals in Govt. Aided Private Colleges in State of Haryana.

Kindly refer to the subject cited above.

The revised criteria for the recruitment of Assistant Professors and Principals in Govt. Aided Private Colleges in State of Haryana has been approved by the State Government. The copy of the revised Criteria is enclosed herewith for further necessary action.

This issues with the approval of the Competent Authority.

Encls : 1 to 4 pages.

Apurva
Deputy Director C-IV
for Principal Secretary to Govt. Haryana
Higher Education Department,
Haryana.

Endst. No. Even

Dated Panchkula 12-12-2022

A copy is forwarded to the following for information and necessary action :-

1. The Registrar, Kurukshetra University, Kurukshetra.
2. The Registrar, Maharishi Dayanand University, Rohtak
3. The Registrar, Ch. Devi Lal University, Sirsa.
4. The Registrar, Bhagat Phool Singh Mahila Vishwavidyalya, Khanpur Kalan (Sonapat).
5. The Registrar, Indira Gandhi University, Meerpur (Rewari).
6. The Registrar, Ch. Ranbir Singh University, Jind.
7. The Registrar, Ch. Bansi Lal University, Bhiwani.
8. The Registrar, Gurugram University, Gurugram.
9. The Registrar, Dr. B.R.Ambedkar, National Law University, Rai, Sonipat.
10. The Registrar, Maharishi Balmiki Sanskrit University, Mundri, Kaithal.

Apurva
Deputy Director C-IV
for Principal Secretary to Govt. Haryana
Higher Education Department,
Haryana.

6.2.2

E.mail- hechrycollege4@gmail.com

e-mail
1. A copy to Haryana Assistant - G.B.
2. Appointment - Rule file
Principals
12.12.

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**CRITERIA FOR SELECTION OF ASSISTANT PROFESSORS IN GOVT.
AIDED PRIVATE COLLEGES IN THE STATE OF HARYANA**

| Category | Marks |
|---------------------------------------|------------------|
| I. Academic Record | 40 Marks |
| II. Additional Qualifications | 15 Marks |
| III. Teaching Experience and Research | 20 Marks |
| IV. Co-curricular Activities | 7.5 Marks |
| V. Sports | 5 Marks |
| VI. Interview | 12.5 Marks |
| TOTAL : | 100 Marks |

I. Academic Record: Maximum 40 marks

| Sr. No. | Particulars | Marks |
|---------|-------------------------------------|------------------------------|
| 1 | Above 55 % marks in Master's degree | 0.4 mark for each percentage |
| 2. | Above 55 % marks in Graduation | 0.3 mark for each percentage |
| 3 | Above 55 % marks in 10+2 | 0.2 mark for each percentage |
| 4 | Above 55 % marks in Matriculation | 0.1 mark for each percentage |

II. Additional Qualification: Maximum 15 Marks

| Sr. No. | Particulars | Marks |
|---------|---|----------|
| 1 | Graduation with Honours in the relevant subject | 03 Marks |
| 2 | Ph.D. | 10 Marks |
| 3 | JRF | 05 Marks |
| 4 | NET | 03 Marks |
| 5 | SLET/SET | 02 Marks |

III. Teaching Experience and Research: Maximum 20 marks

A. Teaching Experience: Maximum 10 marks

| Sr. No. | Particulars | Marks |
|---------|--|--|
| 1 | Teaching experience after acquiring eligibility qualifications in the relevant subject | 1 mark for each academic year (0.5 mark per Semester) |

B. Research: Maximum 10 marks

| Sr. No. | Particulars | Marks |
|---------|-----------------------------------|--|
| 1 | Research Publications | 3 marks for each research publications published in Peer-Reviewed or UGC-listed Journals |
| 2 | Paper Presentation in Conferences | International (Abroad) - 05 each |
| | | International (Within country) - 3 each |
| | | National - 2 each |
| | | State/University - 1 each |

Policy Document of Grievance Redressal Cell

The college has Grievance Redressal Cell to redress the grievances of the students. The students approach the cell to voice their grievances regarding academic matters, library and other services. A student can put his/her grievances in Grievance box installed in/at the administrative block or call the members of the committee on the phone numbers written on the flex boards installed at various places in the college.. The cell redresses the grievances by sorting out the problems promptly and judiciously.

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the students and to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell is constituted for the redressal of the problems reported by the students of the college with the following objectives:

- Upholding the dignity of the college by ensuring strife free atmosphere in the college through promoting cordial relationship among one another
- Ensuring the students to express their grievances/problems freely and frankly without any fear of being victimized and discriminated,
- Suggestion/complaint box is installed in front of the Administrative block in which the students, who wants to remain anonymous, put in writing their grievances and their suggestions for improving the Academics/Administration in the college.
- Advising students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the students to refrain from inciting students against other students, teachers and college administration.
- Although the Anti-ragging cell and Anti Sexual Harassment Cell are in place, the student may bring any incident of ragging or sexual harassment to the notice of this committee. This committee will ensure speedy action and protection of the student.