

RIGHT TO INFORMATION HANDBOOK

Prepared in accordance with
Right to Information Act, 2005
(Updated up to August 2022)



**Sarojini Naidu Government Girls Post Graduate
(Autonomous) College, Shivaji Nagar, Bhopal
(Affiliated to Barkatullah University Bhopal)
462016 M.P. India
NAAC Accredited – ‘A’ Grade**

Introduction:

The Right to Information Act, 2005 (RTI, 2005) empowers citizens to obtain/access information under the control of any public authority for the purpose of promoting transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes bodies owned, controlled or substantially financed by the government.

As per the provision contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook contains information about Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Shivaji Nagar, Bhopal , affiliated to the Barkatullah University Bhopal and funded by the Government of M.P. in accordance with Section 4 (1) (b) of RTI, 2005.

MANUAL – 1

Particulars of organization, functions and duties

(Section 4(1) (b) (i) of Right to Information Act, 2005)

Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Shivaji Nagar, Bhopal, is a constituent college of Barkatullah University Bhopal. The college is named after Sarojini Naidu, a political activist, feminist, poet and the first Indian woman president of the Indian National Congress. Its campus is located in Shivaji Nagar, Bhopal. Established in 1970, this college is a premier institution of higher education in central India. The college is recognized by the University Grants Commission as a center for potential with excellence and has reaccredited by NAAC with grade A. The institution functions under the administrative control of Department of Higher Education, Government of Madhya Pradesh. The college is popularly referred to as **NUTAN** College.

THE COLLEGE OFFERS THE FOLLOWING UG and PG PROGRAMS

Sl No	Name of the Programme leading to Degree	Year of introduction of Programme	Programme Duration	Current Affiliation Status
				Permanent/ Temporary
I.	BA(Economics English Public Administration)	2019	Three years	Permanent
II.	BA(Music Instrumental Drawing and Painting Public Administration)	2007	Three years	Permanent
III.	BA(Hindi Music Instrumental Sociology)	2008	Three years	Permanent
IV.	BA(Philosophy Political Science Sociology)	1997	Three years	Permanent
V.	BA(English Political Science Sociology)	1970	Three years	Permanent
VI.	BA(Political Science Psychology Sociology)	1971	Three years	Permanent
VII.	BA(Hindi Political Science Sociology)	1970	Three years	Permanent
VIII.	BA(Psychology Music Instrumental Public Administration)	2010	Three years	Permanent
IX.	BA(Music Instrumental English History)	2013	Three years	Permanent
X.	BA(Economics Music Vocal Political Science)	1970	Three years	Permanent
XI.	BA(Hindi Music Vocal Political Science)	2015	Three years	Permanent
XII.	BA(Drawing and Painting Economics Music Vocal)	2015	Three years	Permanent

XIII.	BA(Hindi History Music Vocal)	2015	Three years	Permanent
XIV.	BA(Economics Political Science Urdu)	2004	Three years	Permanent
XV.	BA(English Hindi Urdu)	2011	Three years	Permanent
XVI.	BA(Public Administration Urdu Geography)	2005	Three years	Permanent
XVII.	BA(Drawing and Painting Music Instrumental Sanskrit)	1996	Three years	Permanent
XVIII.	BA(Political Science Sanskrit Sociology)	1975	Three years	Permanent
XIX.	BA(English Hindi Sanskrit)	2011	Three years	Permanent
XX.	BA(History Philosophy Sanskrit)	2010	Three years	Permanent
XXI.	BA(Economics Philosophy Sanskrit)	1999	Three years	Permanent
XXII.	BA(Economics Sanskrit Sociology)	2002	Three years	Permanent
XXIII.	BA(Philosophy Political Science Public Administration)	2000	Three years	Temporary
XXIV.	BA(Hindi Geography Public Administration)	2004	Three years	Permanent
XXV.	BA(Advertising Sales Promotion and Sales Management Economics Geography)	2014	Three years	Permanent
XXVI.	BA(Advertising Sales Promotion and Sales Management Economics History)	2015	Three years	Permanent
XXVII.	BA(Advertising Sales Promotion and Sales Management Economics Sociology)	2003	Three years	Permanent
XXVIII.	BA(Dance Hindi Philosophy)	2008	Three years	Permanent
XXIX.	BA(Dance Music Vocal Sociology)	2006	Three years	Permanent
XXX.	BA(Public Administration Geography Sanskrit)	2004	Three years	Permanent
XXXI.	BA(Music Instrumental Public Administration Sanskrit)	2005	Three years	Temporary
XXXII.	BA(Hindi History Public Administration)	2000	Three years	Permanent
XXXIII.	BA(Economics Hindi Public Administration)	2000	Three years	Permanent
XXXIV.	BA(Hindi Sociology Public Administration)	2019	Three years	Permanent
XXXV.	BA(History Sociology Public Administration)	2019	Three years	Permanent
XXXVI.	BA(Psychology English Public Administration)	2019	Three years	Permanent

XVII.	BA(Economics Psychology Public Administration)	2019	Three years	Permanent
XVIII.	BA(Sociology Public Administration English)	2019	Three years	Permanent
XIX.	BA(Sociology Geography Public Administration)	2019	Three years	Permanent
XL.	BA(English Geography Public Administration)	2004	Three years	Permanent
XLI.	BA(History English Music Vocal)	2011	Three years	Permanent
XLII.	BA(Economics Geography Public Administration)	2000	Three years	Permanent
XLIII.	BA(Economics Sociology Public Administration)	2019	Three years	Temporary
XLIV.	BA(Advertising Sales Promotion and Sales Management Drawing and Painting Economics)	2006	Three years	Permanent
XLV.	BA(Advertising Sales Promotion and Sales Management Psychology Sociology)	2006	Three years	Permanent
XLVI.	BA(Advertising Sales Promotion and Sales Management Economics Psychology)	2001	Three years	Permanent
XLVII.	BA(Advertising Sales Promotion and Sales Management Political Science Sociology)	2011	Three years	Permanent
XLVIII.	BA(Economics Advertising Sales Promotion and Sales Management Public Administration)	2001	Three years	Permanent
XLIX.	BA(Dance Drawing and Painting Political Science)	2007	Three years	Permanent
L.	BA(Hindi Dance Sociology)	2006	Three years	Permanent
LI.	BA(Drawing and Painting Music Instrumental Philosophy)	2010	Three years	Permanent
LII.	BA(Drawing and Painting Economics English)	2004	Three years	Permanent
LIII.	BA(Economics English Political Science)	2000	Three years	Permanent
LIV.	BA(Economics Geography Political Science)	1993	Three years	Permanent
LV.	BA(Economics Hindi Political Science)	1970	Three years	Permanent
LVI.	BA(Economics History Political Science)	1970	Three years	Permanent
LVII.	BA(Economics History Psychology)	1971	Three years	Permanent
LVIII.	BA(Economics History Public Administration)	2000	Three years	Temporary

LIX.	BA(English Geography Psychology)	1983	Three years	Permanent
LX.	BA(Geography History Sociology)	1999	Three years	Permanent
LXI.	BA(Geography Political Science Sociology)	1983	Three years	Permanent
LXII.	BA(Hindi Music Vocal Sociology)	1970	Three years	Permanent
LXIII.	BA(English History Psychology)	2006	Three years	Permanent
LXIV.	BA(History Political Science Sociology)	1970	Three years	Permanent
LXV.	BA(History Psychology Sociology)	1996	Three years	Permanent
LXVI.	B.Com.	1982	Three years	Permanent
LXVII.	B.Com. (Computer Application)	2001	Three years	Temporary
LXVIII.	B.Com. (Advertising Sales Promotion & Sales Management)	2003	Three years	Temporary
LXIX.	B.Sc. (Home Science)	1970	Three years	Permanent
LXX.	B.Sc. (Home Science) Clinical Nutrition and Dietetics	2001	Three Year	Temporary
LXXI.	B.Sc. (Home Science) Fashion Designing and Dress making	2004	Three years	Temporary
LXXII.	BSc(Botany Chemistry Zoology)	1970	Three years	Permanent
LXXIII.	BSc(Chemistry Mathematics Physics)	1970	Three years	Permanent
LXXIV.	BSc(Biotechnology Botany Chemistry)	1999	Three years	Permanent
LXXV.	BSc(Biotechnology Chemistry Zoology)	2010	Three years	Permanent
LXXVI.	BSc(Clinical Nutrition Chemistry Zoology)	2005	Three years	Temporary
LXXVII.	BSc(Computer Application Mathematics Physics)	2001	Three years	Temporary
LXXVIII.	BSc(Computer Application Economics Mathematics)	2004	Three years	Permanent
LXXIX.	BSc(Computer Science Economics Mathematics)	2018	Three years	Temporary
LXXX.	BSc(Computer Science Mathematics physics)	2018	Three years	Permanent
LXXXI.	BCA	2013	Three years	Temporary
LXXXII.	B. Lib.	2004	One year	Temporary
Post Graduate Program				

1.	M.A. Drawing and Painting	1992	Two years	Permanent
2.	M.A. Economics	1972	Two years	Permanent
3.	M.A. English	1970	Two years	Permanent
4.	M.A. Geography	1985	Two years	Permanent
5.	M.A. Hindi	1972	Two years	Permanent
6.	M.A. History	1972	Two years	Permanent
7.	M.A. Music	1991	Two years	Permanent
8.	M.A. Political Science	1972	Two years	Permanent
9.	M.A. Public Administration	2003	Two years	Temporary
10.	M.A. Psychology	1984	Two years	Permanent
11.	M.A. Sociology	1972	Two years	Permanent
12.	M.A. Social Work	2009	Two years	Temporary
13.	M.Com. (Accounts)	1985	Two years	Permanent
14.	M.Sc. Home Science Human Development	1983	Two years	Permanent
15.	M.Sc. Home Science Food and Nutrition	2003	Two years	Permanent
16.	M.Sc. Home Science Textile and Clothing	1997	Two years	Permanent
17.	M.Sc. Botany	1982	Two years	Permanent
18.	M.Sc. Chemistry	1982	Two years	Permanent
19.	M.Sc. Mathematics	1982	Two years	Permanent
20.	M.Sc. Physics	1982	Two years	Permanent
21.	M.Sc. Zoology	1982	Two years	Permanent
22.	M. Lib.	2005	One Year	Temporary
Post Graduate Diploma				
1.	Post Graduate Diploma in Hospital Services Management	2003	18 Months	Temporary

2.	Post Graduate Diploma in Computer Application	2009	One Year	Temporary
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Ph.D.				
1.	Drawing and Painting	1995	-----	Permanent
2.	Geography	1988	-----	Permanent
3.	History	1975	-----	Permanent
4.	Political Science	1975	-----	Permanent
5.	Music	1994	-----	Permanent
6.	Sociology	1975	-----	Permanent
7.	Commerce	1988	-----	Permanent
8.	Home Science	2000	-----	Permanent
9.	Botany	1985	-----	Permanent
10.	Chemistry	1985	-----	Permanent
11.	Zoology	1985	-----	Permanent

Details of the Programs not taught/closed by the institution

Sl. No	Name of the Programme	Duration for which program was offered From Year --To Year	Year of closure
I.	M. Phil. (Economics)	July 2000- June 2021	2021-22
II.	M. Phil. (History)	July 2002- June 2021	2021-22
III.	M. Phil. (Sociology)	July 2001- June 2021	2021-22

With a firm commitment towards meeting the higher education needs of girls of M.P. the rural and semi urban areas of Madhya Pradesh, **Sarojini Naidu Government Girls Post Graduate (Autonomous) college, Shivaji Nagar, Bhopal**, has come a long way since its inception in 1970. Our College now offers graduation courses & post-graduation courses as mentioned earlier; total strength of the college is **6048**.

Funded and supported by the Government of M.P., **Sarojini Naidu Government Girls Post Graduate (Autonomous) college, Shivaji Nagar, Bhopal**, is making important strides. This college is well equipped with high quality infrastructure and hostel facility.

Key Objectives:

- To provide quality educational opportunities to young women in order to prepare them for a constructive role in the knowledge society
- To equip them with skills that are demanded by a market-driven society
- To provide an enabling environment for the development of their personalities to nurture confidence, spirit of enquiry and research.

Values:

In its efforts towards, realizing the vision and missions, the college is guided by a set of strong values.

- The college is committed to play a constructive and catalytic role in national development
- The college cultivates and advocates ethical behavior in all aspects of its functioning.
- The College values quality in education and will constantly strive for excellence in teaching, research, student support and overall management.
- The College nurture human values and enable its students to become socially valuable.
- The college relies on participatory management, which promotes leadership and teamwork and is accountable to all the stakeholders particularly students.

Objectives:

- To play a catalytic role in women development and positively transforming their lives for the better.
- To ensure effective implementation of the curriculum through latest teaching and learning practices.
- To continuously enrich the overall learning experience of the students and enhance the quality of their interactions with the real world to prepare them for facing the challenges of society and job market successfully.
- To impart necessary skills and competencies required for better employability of the students.
- To provide liberal and free environment required for independent thinking and frank expression of ideas so as to promote the qualities of leadership, creative thinking and problem solving mindsets in the students.

Expectation of the college from the public for enhancing its effectiveness and efficiency:

The college expects objective and considered support from citizens of Bhopal as well as persons directly associated with the affairs of the college and the Barkatullah University Bhopal.

Arrangements and methods made for seeking public participation / contribution:

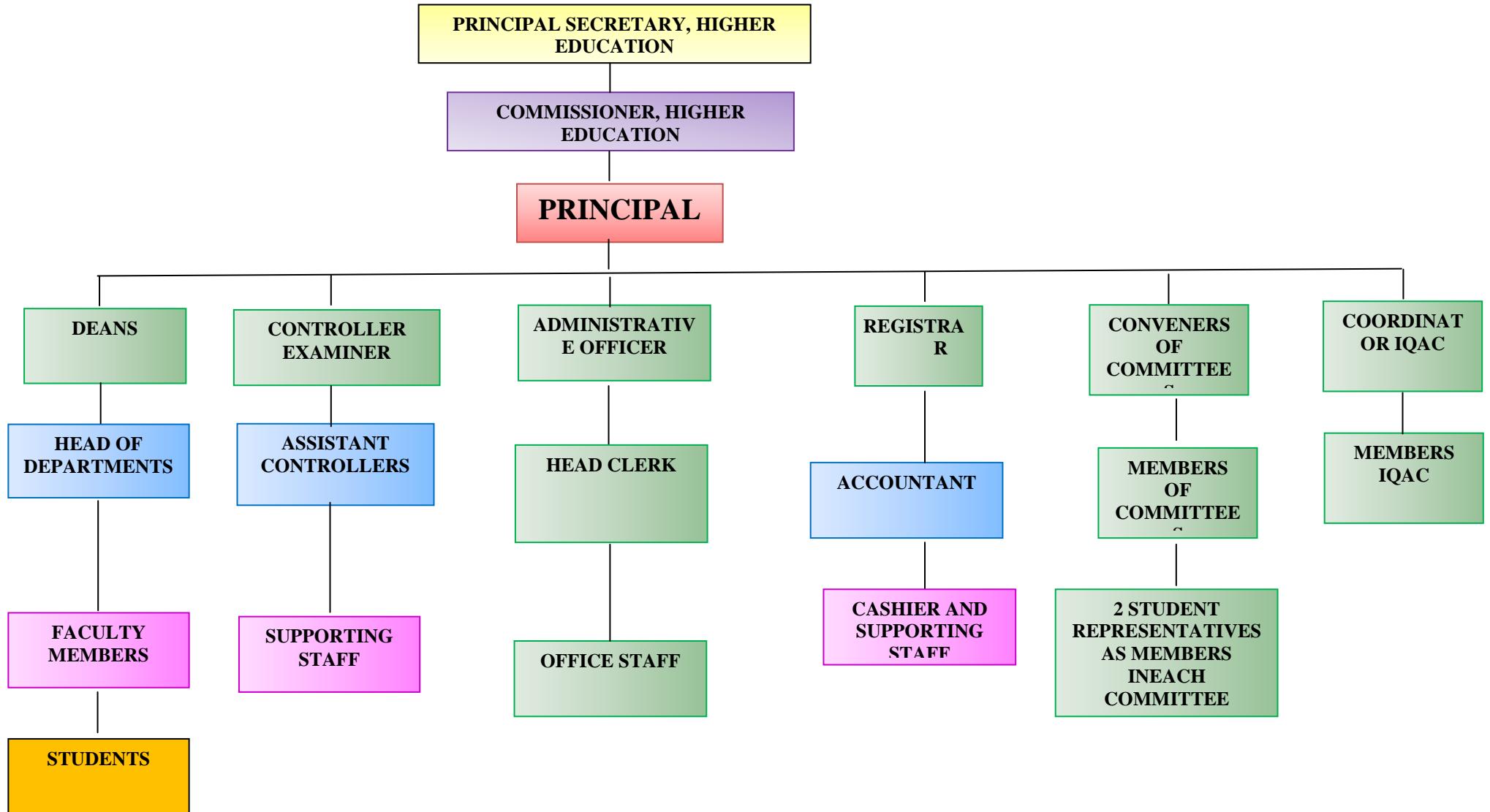
Public involvement in the affairs of the college is through **JANBHAGIDARI**.

Mechanism available for monitoring the service delivery and public grievance resolution:

Management of the various activities of the college is supervised by the Principal through the IQAC & designated committees. Monitoring of the affairs of the college is through its Executive Committee, Academic Council & Financial Committee of the College.

SAROJINI NAIDU GOVERNMENT GIRLS PG (AUTONOMOUS) COLLEGE, BHOPAL

ORGANOGRAM



Location of the College:

The college is located on no. 6 bus stop Shivaji Nagar Bhopal, nearby Rani Kamlatirailway station Bhopal.

Address of the College:

Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Shivaji Nagar , Bhopal, (M.P.)-462016

Working Hours of the College:

Office Hours:

10.30 AM to 5 PM (Monday to Saturday, 2nd & 3rd Saturday official holidays)

Classes: 9.00 a.m. to 5.00 p.m. (Monday to Saturday)

Brief Introduction of the College:

Sarojini Naidu Government Girls Post Graduate (Autonomous) College is one of the prestigious colleges of Madhya Pradesh. Established in the year 1970. The college endeavors to propagate career-oriented education to girls to make them self-reliant by acquiring higher education. It is worth mentioning that initiatives taken by college administration were recommended at state level. As the college is an autonomous College, we have the freedom of marginally updating & upgrading the curriculum. The process of evaluation has been made more transparent by displaying the valued answer copies to the students after declaration of the result.

- College status: Government College at State level.
- Autonomous Status: College carries the status of autonomous college managed by the government. (1995)
- Affiliated: It is affiliated to Barkatullah University Bhopal
- Parent University: Barkatullah University
- Financial status: Grant in aid by UGC 2f, 12b.
- The college is recognized under section (i) 2(f) (ii) 12(b) by the UGC. It all enjoys the status of being recognized by UGC as college potential for excellence (dated 18.3.2010)
- As College with potential for College with excellence (dated 18.3.2010). College strengthened all the postgraduate departments, their libraries and laboratories.

ACADEMIC PROGRAMS (CORE PROGRAMS - UG & PG):

Government Sarojani Naidu Girls Post Graduate (Autonomous) College Bhopal , successfully implemented **NEW EDUCATION POLICY 2020** from the session 2021-2022 in the **FIRST YEAR** of UG level(as recommended by ministry of human resources).

Core programs for first year according to NEW EDUCATION POLICY 2020 :

Streams	Name of the core Program	Eligibility	Optional/ Compulsory Subjects
	Bachelor Degree First Year	10+2 from a recognized Board OR 10+2 with relevant vocational course from M.P. Board	Foundation Course COMPULSORY PAPERS FOR ALL STREAMS : Paper I –Hindi + English PaperII – Environmental Studies + Yoga & Meditation
Arts Science Home Science Commerce	Bachelor of Arts Bachelor of Science Bachelor of Home Science Bachelor of Commerce	65 combinations 9 Combinations 3 Combinations	3 OPTIONAL SUBJECTS (One major +one minor + one elective + one vocational Course Field project

List with 65 combinations of optional subjects for B.A. students: (opt. one combination from the following list)

1.	B. A.- (Adver. and Sales Prom. - Drawing and Painting - Economics)
2.	B. A.- (Adver. and Sales Prom. - Psychology - Sociology)
3.	B. A.- (Adver. and Sales Prom. - Economics - Psychology)
4.	B. A.- (Adver. and Sales Prom. - Political Science - Sociology)
5.	B. A.- (Economics-Adver. and Sales Prom. -Public Administration)
6.	B. A.- (Dance - Drawing and Painting - Political Science)
7.	B. A.- (Hindi - Dance - Sociology)
8.	B. A.- (Drawing and Painting - Economics - English)
9.	B. A.- (Drawing and Painting - Music Instrument - Philosophy)
10.	B. A.- (Economics - English - Political Science)
11.	B. A.- (Economics - Geography - Political Science)
12.	B. A.- (Economics - Hindi - Political Science)
13.	B. A.- (Economics - History - Political Science)

14.	B. A.- (Economics - History - Psychology)
15.	B. A.- (Economics - History - Public Administration)
16.	B. A.- (English - Geography - Psychology)
17.	B. A.- (Geography - History - Sociology)
18.	B. A.- (Geography - Political Science - Sociology)
19.	B. A.- (Hindi - Music Vocal - Sociology)
20.	B. A.- (English - History - Psychology)
21.	B. A.- (History - Political Science - Sociology)
22.	B. A.- (History - Psychology - Sociology)
23.	B. A.- (Music Instrument - Drawing and Painting - Public Administration)
24.	B. A.- (Hindi - Music Instrument - Sociology)
25.	B. A.- (Philosophy - Political Science - Sociology)
26.	B. A.- (Hindi - Political Science - Sociology)
27.	B. A.- (English - Political Science - Sociology)
28.	B. A.- (Political Science - Psychology - Sociology)
29.	B. A.- (Psychology - Music Instrument - Public Administration)
30.	B. A.- (History - English – Music Vocal)
31.	B. A.- (Music Instrumental - English - History)
32.	B. A.- (Economics - Music Vocal - Political Science)
33.	B. A.- (Hindi - Music Vocal - Political Science)
34.	B. A.- (Drawing and Painting - Economics - Music Vocal)
35.	B. A.- (Hindi - History - Music Vocal)
36.	B. A.- (Economics - Political Science - Urdu)
37.	B. A.- (English - Hindi - Urdu)
38.	B. A.- (Public Administration - Urdu - Geography)
39.	B. A.- (Drawing and Painting - Music Instrument - Sanskrit)
40.	B. A.- (Political Science - Sanskrit - Sociology)
41.	B. A.- (English - Hindi - Sanskrit)
42.	B. A.- (History - Philosophy - Sanskrit)

43.	B. A.- (Economics - Philosophy - Sanskrit)
44.	B. A.- (Economics - Sanskrit - Sociology)
45.	B. A.- (Philosophy - Political Science - Public Administration)
46.	B. A.- (Hindi - Geography - Public Administration)
47.	B. A.- (Adver. and Sales Prom. - Economics - Geography)
48.	B. A.- (Adver. and Sales Prom. - Economics - History)
49.	B. A.- (Adver. and Sales Prom. - Economics - Sociology)
50.	B. A.- (Dance - Hindi - Philosophy)
51.	B. A.- (Dance - Music - Sociology)
52.	B. A.- (Public Administration - Geography - Sanskrit)
53.	B. A.- (Music Instrument - Public Administration - Sanskrit)
54.	B. A.- (Hindi - History - Public Administration)
55.	B. A.- (Economics - Hindi -Public Administration)
56.	B. A.- (Economics - English -Public Administration)
57.	B. A.- (Economics - Geography -Public Administration)
58.	B. A.- (Economics -Sociology -Public Administration)
59.	B. A.- (Hindi - Sociology -Public Administration)
60.	B. A.- (History - Sociology -Public Administration)
61.	B. A.- (Psychology - English -Public Administration)
62.	B. A.- (Economics -Psychology - Public Administration)
63.	B. A.- (Sociology- Public Administration-English)
64.	B. A.- (Sociology - Geography - Public Administration)
65.	B. A.- (English - Geography - Public Administration)

Elective Papers For B.A. Students
(opt one paper from the following list)

S.NO.	SUBJECT	OPEN ELECTIVE
1	Economics	Structure of Indian Economy
2	English	Communicative English
3.	Geography	Physical Geography
4	Hindi	Hindi Anuprayog aur vigyapanVyavsay
5.	History	Constitutional History of India
6.	Music	General study of Indian Music
7	Music	MP ki Sangeet Virasat
8	Philosophy	Philosophical thinking of Sri Ramcharit Manas
9.	Political Science	Indian Political Science
10	Sociology	Introduction of Sociology

List with 9 Combinations for B.Sc. Students :(opt one combination from the following list)

Sr. No.	Combination
1.	B. Sc. (Biotechnology - Botany - Chemistry)
2.	B. Sc. (Biotechnology - Chemistry - Zoology)
3.	B. Sc. (Botany - Chemistry - Zoology)
4.	B. Sc. (Chemistry - Mathematics - Physics)
5.	B. Sc. (Clinical Nutrition - Chemistry - Zoology)
6.	B. Sc. (Computer Application - Economics - Mathematics)
7.	B. Sc. (Computer Application - Mathematics - Physics)
8.	B. Sc. (Computer Science - Mathematics - Physics)
9.	B. Sc. (Computer Science - Economics - Mathematics)

Elective Papers For B.Sc. Students: (opt one paper from the following list)

S.NO.	SUBJECT	OPEN ELECTIVE
1	Botany	Nursery Management
2	Chemistry	Chemistry in Everyday Life
3.	Computer Science	Data Analytic & Visualization through spread sheet
4	Computer Application	MS Office
5.	Mathematics	Matrices, Geometry & Vector Algebra
6.	Physics	Non Conventional Energy Resources
7	Zoology	Sericulture

Combinations For B.Com . First Year . :(opt any one from the following list)

Sr. No.	Combination
1.	B. com. (Commerce)
2.	B. Com (Commerce - Advertising)
3.	B. Com (Commerce with Computer Application)

Elective Paper For B.Com. Students:

S.NO.	SUBJECT	OPEN ELECTIVE
1	Commerce	Business Economics

Optional courses for B.H.Sc. First Year. students:(opt any one from the following list)

1	B.H.Sc. with Home Science
2.	B.H.Sc. with Clinical Nutrition
3.	B.H.Sc. with Fashion Designing

Elective Paper For B.H.Sc. Students:

1.	Dyeing and printing
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Vocational Courses

S.No.	Subject	Vocational
1	Botany	Organic Farming
2	Commerce	Office Procedure and Practices
3	Commerce	Digital Marketing
4	Commerce	Salesmanship
5	Computer Science	Web Designing
6	Geography	Tourism
7	Home Science	Food Preservation and Processing
8	Physics	Electronic Technology

Core programs at UG level (II Year & III Year)

Streams	Name of the core Programs	Eligibility	Optional /Compulsory Subjects
	Bachelor Degree	10+2 from a recognized Board OR 10+2 with relevant	Foundation course (Compulsory) group of 3 subjects

		vocational course from M.P. Board	(General Hindi +General English in each year)
Arts	Bachelor of Arts	65 combinations	3 subjects (Optional)
Science	Bachelor of Science	7 combination	3 subjects(Optional)
Home Science	Bachelor of Home Science	3 combination	3 subjects(Optional)
Commerce	Bachelor of Commerce	3 combination	3 subjects(Optional)
Computer Application	BCA	1 combination	3 subjects(Optional)
JOPW	All Core Subjects	For all final yr. students	Internship and project work

- Bachelor's Second year subject for FC Environmental Studies
- Bachelor's Third Year subject for FC Computer Application

Core options at PG level

Faculty	Name of the core Programs	Eligibility	Optional Subjects
Arts	Master of Arts	3 year Degree course in any faculty/ Honors degree course in same subject	
Science	Master of Science	3 year Degree course in same subject/ Honors degree course in same subject	
Home Science	Master of Home Science	3 year Degree course in the same subject/ Honors degree course in same subject	
Commerce	Master of Commerce	3 year Degree course in the same subject/ Honors degree course in same subject	

M.Phil. Degree Program

S. NO.	Subject	Eligibility
1	Economics	Master Degree
2	Sociology	Master Degree
3	History	Master Degree

Ph. D. Program

S. NO.	Subject	Eligibility
1	Economics	Master Degree
2	Sociology	Master Degree
3	History	Master Degree
4	Psychology	Master Degree
5	Geography	Master Degree
6	Drawing & Painting	Master Degree
7	Political Science	Master Degree
8	Hindi	Master Degree
9	English	Master Degree
10	Sanskrit	Master Degree
11	Music	Master Degree
12	Home Science	Master Degree
13	Commerce	Master Degree
14	Botany	Master Degree
15	Chemistry	Master Degree
16	Mathematics	Master Degree
17	Physics	Master Degree
18	Zoology	Master Degree

MANUAL - 2
Powers and duties of the Officers and Employees
(Section 4(1) (b) (ii) of Right to Information Act, 2005)

Principal is the Chief Executive and Academic Officer of the college. She is responsible for appropriate administration and organization of teaching and extra-curricular activities in the college. The powers and duties of the Governing Body and other authorities (source :prachryaDigidarshika, 1987 page no. 1 to 6 and 24, saraswatiprakashan Bhopal Year 2007) rules of govt. of M.P.

S. No	Desingnation and Name	Power and Duties
1	<p>Principal</p> <p>Dr. Pratibha Singh</p>	<p>Principal is the head of the institution and hence the first responsible person of the college. As the academic leader, she has to oversee that the institution runs properly in accordance with its vision and mission. she is a source of inspiration to the teaching and nonteaching staff as well as to the students of the college. she should be is an epitome of professionalism, dedication and honesty. She is a knowledgeable person in education and service rules and also in the university statutes.</p> <p style="text-align: center;">(1) Role and Responsibilities.</p> <ul style="list-style-type: none"> ➤ Supervisor of Academia ➤ Chief Controller Examination ➤ Administrative Head ➤ Financial Disbursing ➤ Human Resource ➤ Student Support System ➤ Chairman IQAC <ul style="list-style-type: none"> • Conceive and implement new ideas and plans democratically in accordance with the vision and mission of the college. • Promote institutional interaction and inculcate research development activities. • Listen to students' ideas and set a supportive tone. • Ensure that the staff and students are aware of rules, policies and procedures laid down by the college. • Be fair in disciplinary actions for all the members of faculty, non teaching staff and students. • Recommend and forward communications to the authorities concerned. • Monitor, manage and educate the administration of the institution and take remedial actions based on the stakeholder's feedback.

		<ul style="list-style-type: none"> • Execute any other qualitative and quantitative work for the welfare of the students and institution • Empower all her staff and students to reach their maximum potential. • Lead the strategic development of the college. • Manage the College budget. • Work with academic units to represent the College to external stakeholders. • Lead initiatives, in collaboration with academic units, to attain national and international visibility/recognition for the College. • Lead initiatives across constituent academic units to enhance the experience of staff, students and alumni. • Work with the Principals of other Colleges to develop inter-College initiatives in research and teaching • Diversify the income stream of the college apart from traditional sources. • Support the enhancement of research and research centers and institutes within the College • Role of a Principal as per Statutes, <p>The Principal is the head of the college and is responsible for the internal management and administration of the college. In the absence of the Principal, the senior -most Professors or in his/ her absence the senior – most Lecturer of the College is in charge of the duties of the Principal.</p> <p>(2) Research Responsibilities</p> <p>The research responsibilities of the Head of College will include:</p> <ol style="list-style-type: none"> 1. Coordinating the development and implementation of a research strategy for the College and ensuring that this is consistent with the University research strategy. 2. Implementing University policy on research and innovation.
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(3) Responsibilities in the Areas of Teaching and Learning

- with the overall higher education strategy. Stimulate an on-going process of enhancement of the quality and standards of all teaching and learning activities.
- Ensure the provision of management and support for all academic programmes within the remit of the College
- Promote best practice in the delivery of courses.
- Encourage the development of strategic initiatives in teaching and learning and widening participation.

(4) Planning and Administration Responsibilities

Ref :pracharyonkeprashasnikadhikar page no 24 pera 6 ,7 and 62 to 68 source : prachryaDigidarshika, 1987)saraswatiprakashan Bhopal Year 2007)

Working with as a College Manager, the responsibilities of the Principal of the College in the area will include:

1. Leading the establishment, updating and delivery of the College Strategic Plan, in line with the UGC Strategic Plan.
2. Promoting the development of internal structures within the College that allow for the evolution and development of the College and its various academic disciplines..
3. Working with the Heads of academic and research units to ensure that effective management structures are in place for each unit.

(5) Student Related Responsibilities

1. Contributing to the development of state & national student recruitment initiatives to attract the highest quality students.
2. Working within the structures to establish, manage and enhance academic, welfare and personal support for students.
3. Putting in place programs to facilitate and encourage the national/international mobility of students both outward and inward.
4. Implementation of higher education policy on equality and widening participation at the college level.
5. Helping to ensure the quality of the overall student experience within the College.

		<p>Staff Management and Development</p> <ul style="list-style-type: none">• Orientation and guidance to staff in the understanding of their role and contribution to the College and the University.• Effective planning and development review, including the management of staff performance and performance reviews.• Support for the professional development of all staff in the College.• Implementation of the higher education Performance Management Policy.• Management of other human resource functions with the support and in consultation with the Human Resources Department – including but not limited to – recruitment, selection, induction, probation, administration, performance management and grievances.
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<p>2.</p>	<p>Teaching Staff</p> <ul style="list-style-type: none"> ➤ Assistant Professor ➤ Associate Professor ➤ Professor 	<p>1THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY:</p> <p>Ref :UGC no F.3-1/94(PS) , dated 24rth Dec. 1998(UGC Notification)</p> <p>Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned to a faculty, Complete the syllabi in the subjects assigned,Encourage students to participate in co-curricular and extra-curricular activities.</p> <p>1. Knowledge of the Subject</p> <ul style="list-style-type: none"> • To have expert knowledge of the subject area • To pursue relevant opportunities to grow professionally and keep up-to-date about the current knowledge and research in the subject area <p>2. Teaching</p> <ul style="list-style-type: none"> • To plan and prepare appropriately the assigned courses and lectures • To conduct assigned classes at the scheduled times • To demonstrate competence in classroom instruction • To implement the designated curriculum completely and in due time <p>To plan and implement effective classroom manager</p> <p>(List of The Staff with designation is enclosed)</p> <p>Annexure no.1</p> <p>https://drive.google.com/file/d/1DpA7UckpSpSeIWDgiHh3wLinHUmmSLVC/view?usp=sharing</p> <p>Teachers as an administrator</p> <p>Teachers impact education and offer mentoring and counseling to students. They also participate in the administration and management of the college by serving as conveners /members of various committees of the college and / or being in charge of laboratories,extra-curricularactivities . They also serve as representatives of the college , on both college and Universities bodies as and when appointed to such posts or assigned such duties .</p>
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		<p>While serving as Teacher in charges they coordinate and manage all activities of the concerned department as an following designations :</p> <ul style="list-style-type: none"> ➤ Dean , ➤ HOD ➤ Controller examinations ➤ Assistant controller examinations, ➤ Supporting staff of examination ➤ Administrative officer, ➤ Member of contractual appointment committee, ➤ Student support committees , ➤ Coordinator IQAC, ➤ Members of IQAC ➤ NCC Officer ➤ NSS Officer ➤ Sports officer ➤ Warden of the hostel 																
3.	Non- Teaching Staff	<p>STRUCTURE OF OFFICE :</p> <p>Work distribution in office</p> <table border="1" data-bbox="580 943 1401 1084"> <thead> <tr> <th>S.NO</th> <th>Class/Designation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Class 2 - Registrar</td> </tr> <tr> <td>2</td> <td>Class 3- Head Clerk , Accountant</td> </tr> <tr> <td>3</td> <td>Class 4 -Peon</td> </tr> </tbody> </table> <p>Office is the main fragment of non teaching staff</p> <p>GAD(General Administrative Department) has changed the designations of clerical staff as follows :</p> <table data-bbox="580 1290 1206 1420"> <thead> <tr> <th>Present designation</th> <th>Changed Designation</th> </tr> </thead> <tbody> <tr> <td>Sahayaksahayak grade -1</td> <td></td> </tr> <tr> <td>Head clerk -----sahayak grade -2</td> <td></td> </tr> <tr> <td>Clerk ----- sahayak grade -3</td> <td></td> </tr> </tbody> </table> <p>(According to GAD kra.see. 3-2/96/3/1, dated 13-2-1996)</p> <p>(List of officiating staff with name and phone nos attached)</p> <p>(Annexure no...2..)</p> <p>https://drive.google.com/file/d/1shZlyLBnLHiU_D6w_CsocHdp0zfOOtJs/view?usp=sharing</p> <p>According to rule</p>	S.NO	Class/Designation	1	Class 2 - Registrar	2	Class 3- Head Clerk , Accountant	3	Class 4 -Peon	Present designation	Changed Designation	Sahayaksahayak grade -1		Head clerk -----sahayak grade -2		Clerk ----- sahayak grade -3	
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	1. Head Clerk	<p>HEAD OF THE OFFICE IS HEAD CLERK</p> <p>(PRACHARY DIGDARSHIKA , 1987, PAGE NO 22)</p>																

and

Govt. of M.P. GAD KE NEETI PATR NO. 8-64/83/KA.PRA.SU./1,26-2-1985

College Head clerks perform a huge array of clerical and administrative duties within a college office. From simple photocopying to the more complex correspondence management tasks, they are required to handle them all.

College clerks are trained in handling office support functions that are particular to a college environment.

The first person you will meet when you enter a college office is a college head clerk.

It is that the receptionist may not be qualified to provide.

Also, it is important for college clerks to possess outstanding communication skills as they often have to answer telephone calls and provide callers with information on college policies and procedures.

Skills and the duty of a college clerk to provide you with any information Knowledge

One of the most important skills that a college clerk must possess is the ability to multitask – college clerks handle many different types of tasks in one go and it is vital that they perform all of them correctly.

They maintain strict confidentiality especially where student and staff information is concerned and possess a high level of communication skills.

- Respond to written and verbal inquiries from students regarding college admission procedures, admission tests and results
- Type and format correspondence such as letters, memos, and reports
- Use office equipment such as photocopiers and printers to print and copy important documents
- Maintain paper and electronic records such as staff and student information
- Ensure that all staff and student information is kept confidential
- Prepare travel vouchers for students and staff embarking on college trips

		<ul style="list-style-type: none"> • Maintain knowledge of office supplies and materials and coordinate with suppliers and vendors when they run out • Prepare meeting agendas and take and record minutes of the meeting • Coordinate repair and maintenance of office equipment • Assist accounts managers in preparing documents such as tax returns and expense reports • Provide assistant to students in filling out admission forms and answer their questions <p>ESTABLISHMENT SECTION:</p> <p>Head of this section IS HEAD CLERK</p> <p>The establishment section mainly deals with the following duties.</p> <ol style="list-style-type: none"> 1. Maintaining Teaching and Non-Teaching muster. 2. Maintaining personal files, service books, Leave records, vacation/detention records of teaching staff, non-teaching & clerical staff. 3. Staff requirement 4. Correspondence with University, Government etc. regarding the establishment. 5. Issue of Increment [Teaching & Non-Teaching staff] 6. Earned Leave, Medical Leave, Visiting Lecturer, Outdoor duty, Office Orders [faculty & students], experience certificate, circulars & Notice, etc of teaching staff. 7. Maintaining confidential reports of teaching/non-teaching staff increments & their correspondence. 8. Distribution of work and control of 3rd and 4th grade employees
	<p>2. Account section Accountant</p>	<p>1) HEAD OF THIS SECTION IS ACCOUNTANT & Supporting Staff</p> <p>Responsibilities :</p> <ul style="list-style-type: none"> • Manage all accounting transactions • Prepare budget forecasts • Publish financial statements in time • Handle monthly, quarterly and annual closings • Reconcile accounts payable and receivable • Ensure timely bank payments • Compute taxes and prepare tax returns • Manage balance sheets and profit/loss statements • Report of the college financial health and liquidity

		<ul style="list-style-type: none"> • Audit financial transactions and documents • Reinforce financial data confidentiality and conduct database backups when necessary • Comply with financial policies and regulations • All records of account section should be kept intact for audit • Orders from Principal , head clerk and officers should be obeyed by accountant .
	3. Cahier	<p>Ref :pracharydigdarshika , 1987 , karyalayaprashasan , prabandhebamkaryapadhiti, page no. 23</p> <p>Work under the accountant , solely accountable for cash</p>
	4. Librarian	<p>STRUCTURE OF THE LIBRARY</p> <p>➤ LibrarianAssistant Librarian.....Book Lifter Peon</p> <p>(List of Library Employees with name and phone nos attached)</p> <p>(Annexure no.....3....)</p> <p>https://drive.google.com/file/d/1aGmam0gT_bHxORVaPehvNMQ-6aQ6nTK4/view?usp=sharing</p> <p>The Librarian is in charge of Library and Organizes the availability of books , journals , periodicals and soft copies , software used to run the library and ensure the proper custody of the matter and material in the possession of the college library .</p> <p>To maintain records of Library with the help of supporting staff</p> <p>With the help of supporting staff look the process of books issue and return , maintain library like dusting etc.</p> <p>Ref. no: source pracharydigdarshika , 1987 , page no.6,23,24,33,34,39,40</p>
	5. Sports Officer	<ul style="list-style-type: none"> • ENCOURAGE students for sports • Manage all sports goods and prepare students for sports competitions at the College, State, National & International level. <p>Ref : source : pracharydigdarshika , 1987, page no, 24,59,60</p> <p>Lab Technician</p>

		<p>Responsibilities</p> <ul style="list-style-type: none"> • Work in the direction of HOD and all teaching staff of the department. • In charge of any subject lab is Lab Technician , run lab with the help of lab attendant, and also responsible for maintenance of records related to the lab. • To allot apparatus to the students and get back • To invite quotations for purchasing and prepare comparative chart • To incorporate purchased articles in the stock register • To do physical verification of apparatus and existing articles in the lab • To process write-off in the direction of write-off Committee • Beyond Laboratory work they are also accountable to Principal, head clerk and registrar <p>Lab Attendant is a 4 rth class employee among non clerical staff</p> <ul style="list-style-type: none"> • Work in the direction of Lab technician , HOD , Principal and head clerk • Lab attendant has to clean labs and existing articles of labs <p>Ref : directorate of higher education letter no.1757/2116/20/ma sheesam/stha./dated 18th May 1978</p>
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