

**INFORMATION MANUALS**  
**OF**  
**S.M.J.N. [P.G.] COLLEGE, HARDWAR**  
*(Under Right to Information Act, 2005)*

*The Information Manuals [divided into 17 manuals] will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the*

**S.M.J.N. [P.G.] COLLEGE, HARDWAR**

*Affiliated to*

**HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY,  
SRINAGAR-GARHWAL [UTTARAKHAND]**

***[As updated on April 28, 2011]***

# MANUAL 1 — PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

**Aims and Objectives:** The aim of the College is to provide access to quality higher education to men and women.

**Vision:** To fulfil the changing needs of education at national and international levels.

**Mission:** 1. To fulfill the need of young people for higher education beyond the school level;

2. To introduce new courses that bear greater relevance to the changing trends in the society;

3. To achieve greater financial self-reliance;

4. To make the college a pioneer institution of learning in Uttarakhand.

## **Brief History**

Shri Shrivannath Math Jawaharlal Nehru College, popularly known as S.M.J.N.[P.G.] COLLEGE, was founded in 1960 by late Shri 108 Mahant Mahadevanathji of Shri Shrivannath Math, and passed on to its parent body Panchayati Akhara Shri Niranjani to be managed through its Shiksha Arogya Samiti.

The college was initially affiliated to the Agra University, Agra. In 1967, the affiliation was transferred to the Meerut University, Meerut (presently, CCS University, Meerut). With the formation of Uttaranchal (presently Uttarakhand) State, the college was finally affiliated in November 2000 to the HNB Garhwal University, Srinagar-Garhwal.

## **Duties to be Performed to Achieve the Mission**

Teaching, research, and conduct of co-curricular and extra-curricular activities.

## **Details of Services Rendered**

These are briefly enumerated below:

- (a) Teaching of courses at the PG and UG level.
- (b) Conduct of university examinations.
- (c) Conduct of seminars, meetings, lectures, cultural events etc.
- (d) Provision of sports facilities.
- (e) First Aid services within the Campus.
- (f) Facilities to conduct research in the subjects: English, Economics, Hindi, Sociology, Political Science, Commerce.
- (g) Help in placement for services.

### **Public Interaction**

This is encouraged and formally conducted during the Annual Day and other functions. Citizens are also free to meet the Principal/other college authorities by prior appointment. The support, suggestions and cooperation of the citizens is always welcome.

### **Postal Address**

The postal address of the college is:

**S. M. J. N. [P.G.] COLLEGE**, GOVINDPURI COLONY, HARDWAR-249401  
[UTTARAKHAND], INDIA

### **Map of Location**

A location map is available on the website <http://www.smjn.org/map.htm>

### **Grievance Redressal**

Cells for Grievance Redressal [staff], Grievance Redressal [students] and Women are active in the college.

## MANUAL 2 — POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Functionary	Powers	Duties
1. Principal	<p>The Principal shall have all powers necessary for the purpose, including power in an emergency to suspend members of the staff, including teachers or staff pending report to any decision by the Management. All instructions by the Management to the members of the staff shall be issued through the Principal and no member of the staff shall have a direct approach to any member of the Management except through the Principal. The Principal shall have all necessary powers of control and discipline in regard to the clerical and administrative staff including the power to withhold increments. All appointments in the Principal's office shall be made with his concurrence.</p>	<p>The Principal shall perform all such duties as appertain to the Principal of an affiliated college and shall be responsible for due discharge of such duties. The Principal shall be solely responsible for the internal management and discipline of the college, including such matters as the selection of Text Books in consultation with the senior-most teacher of the Department concerned, the management of the college, timetable, the allocation of duties to all the members of college staff, proctors, Games Superintendent, etc., the grant of leave to the staff, the appointment, promotion, control and removal of the inferior staff such as peons, daftaris, gardeners, technicians, etc., the granting of freeship and half freeship to students within the number sanctioned by the Management, his control of the college, the admissions, discipline and punishment of students and the organization of games and other activities. He shall administer all students' funds, with the help of Committees appointed by him and in accordance with the directions received by him from time to time from the University, and subject to audit and scrutiny of accounts by qualified accountant.</p>
2. Associate Professors Assistant / Professors	<p><i>In Charge of respective departments and portfolios</i> The senior-most teacher in each department of teaching in the college shall be the Head of the Department.</p>	<p>In addition to teaching and other duties as per norms laid by the state government, such duties as may be entrusted to him by the Principal in connection with the internal administration or activities of the College, The rights and obligations shall be governed by the Statutes of the HNB Garhwal University and the norms laid down by the Directorate of Higher Education, Uttarakhand, for the time being in force.</p>
3. Office Superintendent	<p>In charge of Office Administration and Accounts Department</p>	<p>Supervise the maintenance of various college financial, property accounts, and their audit. Responsible for assigning work and proper functioning of the staff in accounts department</p>

4. Librarian

In charge of Library

and their discipline, day to day running of the Admin Office, discipline and functioning of non-teaching and class IV staff, maintenance of administrative records and any other duties assigned by the Principal.

To maintain the library of the college and to organize its service in the manner most conducive to the study by the teachers, students and researchers

## **CODE OF CONDUCT FOR TEACHERS**

*[As per HNB Garhwal University Statutes]*

WHEREAS, a teacher, conscious of his responsibilities and the trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfil the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word, and deed;

Now, therefore, in keeping with the dignity of his calling, this code of conduct is hereby laid down to be truly and faithfully observed;

1. Every teacher shall perform his academic duties with absolute integrity and devotion.
2. No teacher shall show any partiality or bias in the assessment of the students nor shall he practice victimization against them.
3. No teacher shall incite one student against another or against his colleagues or the Alma Mater.
4. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies amongst his colleagues, subordinates and students, and shall not try to use the above considerations for the improvement of his own prospects.
5. No teacher shall refuse to carry out the decisions of the appropriate bodies and functionaries of the University or the college, as the case may be.
6. No teacher shall divulge any confidential information relating to the affairs of the University or college, as the case may be, to any person not authorized in respect thereof.

7. No teacher shall do any other employment, part-time tuition and coaching classes.
8. Every teacher shall be available to the students for essential help and guidance after class teaching without any remuneration.
9. A teacher may go on leave with prior permission only, if possible, in view of completing the academic course.
10. A teacher will develop his academic achievements by persistent study, research and training.
11. Every teacher will cooperate in academic duties like admission, help and counseling of students, conduct of examination, invigilation, evaluation of answer books and curricular and extra-curricular activities of the University or the college, as the case may be.
12. Every teacher shall inculcate respect among students for scientific approach and physical labour in accordance with ideals of democracy, patriotism and peace.

For further information, visit the website [www.ugc.ac.in](http://www.ugc.ac.in)

**Portfolio- [for 2010-11]: w.e.f.16-4-2011**

1	<b>DISCIPLINE –</b> <i>Dr. S.K.Batra [Chief Proctor], Dr. M.M. Gupta (Proctor), Dr. T.S.Tomar [Proctor], Dr. Smt. Nalini Jain [Proctor]</i>
2	<b>STUDENT WELFARE / CULTURAL COUNCIL / UNION / ALUMNI –</b> <i>Dr. S.K.Maheshwari [Dean], Dr. Smt. S.Pathak, Dr. Smt. N.Jain,</i>
3	<b>GAMES &amp; SPORTS –</b> <i>Dr. J.C.Arya (Incharge), Dr. T.S. Tomar &amp; Dr. Smt. Nalini Jain[Addl-Indharge],</i>
4	<b>COLLEGE MAGAZINE [ABHIVYAKTI] –</b> <i>Dr.S.K. Batra(Chief Editor), Dr. J.B.Singh [Hindi Section], Dr. Smt. S.Pathak [Sanskrit Section], Dr. Smt. N.Jain [English Section]</i>
5	<b>INTERNAL QUALITY ASSURANCE CELL &amp; COLLEGE CELL FOR EVALUATION BY NAAC –</b> <i>Dr. N.K.Garg [Co-ordinator], Dr. S.K.Batra</i>
6	<b>COLLEGE WEBSITE &amp; INFORMATION –</b> <i>Dr. N.K.Garg [Coordinator]</i>
7	<b>COLLEGE PROSPECTUS –</b> <i>Dr. S.K.Batra</i>
8	<b>MERIT LISTS [ALL COURSES] –</b> <i>Dr. N.K.Garg [Incharge]</i>

9	<b>ADMISSION-</b> <i>Dr. S.K. Batra [Incharge], Dr. S.K.maheshwari, Dr. M.M. Gupta, Dr. T.S. Tomar</i>
10	<b>TIME TABLE &amp; SECTION DISTRIBUTION –</b> <i>Dr. N.K.Garg [Coordinator]</i>
11	<b>FINANCE COMMITTEE –</b> <i>Dr. S.K.Batra, Dr. S.K.Kulshreshtha, Dr. J.C.Arya</i>
12	<b>PURCHASE COMMITTEE –</b> <i>Dr. M.M.Gupta (Incharge), Dr.S.K.Maheshwari &amp; Dr. Smt. S.Pathak[Addl. Incharge]</i>
13	<b>FIRST AID, HEALTH &amp; SANITATION –</b> <i>Dr. Smt. S.Pathak, Dr.S.K.Maheshwari</i>
14	<b>CAMPUS, PARKING &amp; GARDEN –</b> <i>Dr.S.K.Maheshwari, Dr. Smt. S.Pathak</i>
15	<b>UNIVERSITY EXAMINATION –</b> <i>Dr. S.K.Batra [Chief Controller], Dr. M.M.Gupta[Addl. Controller]</i>
16	<b>CAREER CORNER &amp; PLACEMENT CELL –</b> <i>Dr. S.K. Kulshreshtha (Incharge) , Dr. Smt. N.Jain</i>
17	<b>UGC GRANT &amp; COLLEGE OFFICE AFFAIRS –</b> <i>Dr. T.S.Tomar (Incharge), Shri Vinay Thapliyal</i>
18	<b>RAGGING CONTROL BOARD –</b> <i>Dr. S.K.Kulshreshtha, Dr. S.K.Maheshwari, Dr. Smt. S.Pathak</i>
19	<b>STUDENTS UNION ELECTION –</b> <i>Dr. S.K. Kulsreshtha (Incharge), Dr. J.C. Arya (Addl- Incharge)</i>
20	<b>GRIEVANCE REDRESSAL CELL [STUDENTS] –</b> <i>Dr. S.K.Maheshwari [Dean], Dr. T.S.Tomar, Dr. Smt. Nalini Jain</i>
21	<b>WOMEN CELL –</b> <i>Dr. Smt. S.Pathak, Dr. Smt. Nalini Jain, Dr. Sushma Nayal</i>
22	<b>LIBRARY-</b> <i>Dr.S.K.Maheshwari (Incharge), Dr. T.S.Tomar(Addl-Incharge)</i>
23	<b>SCHOLARSHIP &amp; CONCESSION –</b> <i>Dr. J.C.Arya (Incharge), Dr. J.B.Singh (Addl-Incharge)</i>
24	<b>COLLEGE DEVELOPMENT &amp; MAINTENANCE –</b> <i>Dr. S.K.Batra (Incharge), Dr. J.B.Singh, Dr. T.S.Tomar</i>
25	<b>NATIONAL SERVICE SCHEME –</b> <i>Shri Vinay Thapliyal [Programme Officer]</i>
26	<b>NATIONAL CADET CORPS –</b> <i>Dr. T.S.Tomar [NCC Officer]</i>
27	<b>PARENTS-TEACHERS ASSOCIATION –</b> <i>Dr. S.K.Batra, Dr. Smt. Nalini Jain</i>
28	<b>FIRE EXTINGUISHING &amp; SAFETY MEASURES –</b> <i>Dr. Smt. Nalini Jain, Dr. T.S.Tomar, Shri A.K. Jagta, Shri A.K. Agarwal</i>
29	<b>MANAGEMENT COMMITTEE –</b> <i>Dr.N.K. Garg, Dr. A.K. Ghildiyal, Dr. S.K. Batra, Shri V.P. Chauhan</i>

**MANUAL 3 — THE RULES, REGULATIONS,  
INSTRUCTIONS, MANUALS AND RECORDS, HELD  
BY IT OR UNDER ITS CONTROL OR USED BY ITS  
EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

**Rules and Regulations**

**Rules and regulations for Management, Principal, teachers, non-teaching staff and students of the college are specified in State University Act, 1973 [subject to modification from time to time as applicable for HNB Garhwal University] and Statutes of the HNB Garhwal University, Srinagar-Garhwal [U.K.] –**

1. HNB Garhwal University Calendar
2. Rules and Regulations for Admission published by the University
3. Decisions of the College Management Committee
4. Statutes of the HNB Garhwal University, Srinagar {Garhwal} for Management, Principal, Teachers and non-teaching staff
5. Guidelines issued from the Directorate of Higher Education [Uttarakhand]
6. Guidelines issued from the University Grants Commission
7. Guidelines issued from the NAAC
8. Procurements Rules of the Government of Uttarakhand State

## **Records**

The following records are maintained for smooth functioning of the college.

1. Stock registers
2. Cash books
3. Service books
4. Service files
5. GPF ledgers
6. Salary bill registers
7. Staff attendance registers
8. Circular files
9. Correspondence files
10. Letter Dispatch register
11. Letter Receipt register
12. Library book accession registers
13. Library Issue registers
14. Syllabus handbooks.
15. Admission registers
16. Fee registers
17. Scholarship register
18. Result registers
19. Students attendance registers
20. College Staff Telephone Directory
21. Daily Collection Register

**MANUAL 4 — THE PARTICULARS OF ANY  
ARRANGEMENT THAT EXISTS FOR CONSULTATION  
WITH, OR REPRESENTATION BY, THE MEMBERS  
OF THE PUBLIC IN RELATION TO THE  
FORMULATION OF ITS POLICY OR  
IMPLEMENTATION THEREOF**

Prominent members of the public are included in the Governing Body and the Internal Quality Assurance Cell. At present, two prominent members of the public are included in the college governing body that is as follows:

1. Shri Ram Murti Veer, Chairman, State Board for Contract Labour, Uttarakhand Government
2. Shri Prem Prakash Bhalla, Ex-District Governor of Rotary Club and Educationist

Any person from the public may meet the College functionaries by prior appointment during normal working hours — Monday to Saturday.

Distinguished persons from the public, parents and relatives are invited to attend the College Annual function.

Alumni may interact with Principal, teachers and other staff members during normal working hours — Monday to Saturday.

**MANUAL 5 — A STATEMENT OF THE CATEGORIES  
OF DOCUMENTS THAT ARE HELD BY IT OR UNDER  
ITS CONTROL**

<b>Sl No</b>	<b>Category</b>	<b>Document</b>	<b>Procedure for Obtaining</b>
1.	Admissions Information	College Prospectus	On payment from Administrative Office
2.	Admissions Information	HNB Garhwal University Admission Brochure	May be obtained from HNB Garhwal University
3.	Staff Information	College Telephone Directory	Available to Faculty
4.	Functioning of the College	Annual Quality Assurance Reports and the college Annual Magazine 'Abhivyakti'	AQARs are sent to the NAAC and the Directorate of Higher Education annually and published on the college website regularly. College magazine is distributed to the students annually.

**MANUAL 6 — A STATEMENT OF THE BOARDS,  
COUNCILS, COMMITTEES AND OTHER BODIES  
CONSISTING OF TWO OR MORE PERSONS  
CONSTITUTED AS ITS PART OR FOR THE PURPOSE  
OF ITS ADVISE, AND AS TO WHETHER MEETINGS  
OF THOSE BOARDS, COUNCILS, COMMITTEES AND  
OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE  
MINUTES OF SUCH MEETINGS ARE ACCESSIBLE  
FOR PUBLIC**

S. No.	Name of Board/ Council/ Committee	President/ Chairman	Address	Frequency of Meeting
1.	Management Committee*	Mahant Bilkeshwar Giri	S.M.J.N.College, Govindpuri, Hardwar- 249401	Three times a year and as required
2.	Staff Council**	Dr. Avaneet Kumar Ghildial, Principal	S.M.J.N.College, Govindpuri, Hardwar- 249401	Once a term and as required
3.	Internal Quality Assurance Cell***	Dr. Avaneet Kumar Ghildial, Principal	S.M.J.N.College, Govindpuri, Hardwar- 249401	Once a term and as required

**For the academic year 2010-11**

**\*MANAGEMENT COMMITTEE:**

**Mahant Shri Bilkeshwar Giri**, *President, Shri Sharvan Nath Math, Moti Bazar, Haridwar*

**Mahant Shri Lalta Giri**, *Secretary, Panchayati Akhara Shri Niranjani (Officio member)*

**Mahant Shri Ramanand Puri**, *Secretary, Panchayati Akhara Shri Niranjani (Officio member)*

**Mahant Shri Ravindra Puri**, *Secretary, Panchayati Akhara Shri Niranjani*

**Mahant Shri Lakhan Giri**, *Member, Panchayati Akhara Shri Niranjani*

**Digamber Shri Radhey Giri**, *Member, Panchayati Akhara Shri Niranjani*

**Digamber Shri Donger Puri**, *Member, Panchayati Akhara Shri Niranjani*

**Digamber Shri Mamlehwar Puri**, *Member, Panchayati Akhara Shri Niranjani*

**Digamber Shri Dinesh Giri**, *Member, Panchayati Akhara Shri Niranjani*

**Digamber Shri Dharamraj Bharti**, *Member, Panchayati Akhara Shri Niranjani*

**Shri Ram Murti Veer**, *Member, Avas-Vikas Colony, Ranipur, Haridwar*

**Shri Prem Prakash Bhalla**, *Member, Bhalla Niwas, Bhalla Road, Haridwar*

**Dr. Avaneet Kumar Ghildial**, *Ex-office Member, Principal, S.M.J.N. College*

**Dr. Naresh Kumar Garg**, *Member-Representative, Teaching staff, S.M.J.N. College*

**Dr. S.K. Batra**, *Member-Representative, Teaching staff, S.M.J.N. College*

**Shri V.P. Chauhan**, *Member-Representative, Non-teaching staff*

**\*\*REGULAR STAFF:**

1. Dr. Avaneet Kumar Ghildial, *Acting Principal*

**\*\*TEACHING FACULTY [Regular]:**

**Faculty of Arts:**

***Department of Hindi:***

**Regular Staff:**

1. Dr. Jang Bahadur Singh, Assistant Professor
2. Vacant

**\*On purely temporary basis [under self-finance]:**

- 1.
- 2.
- 3.

***Department of Economics:***

**Regular Staff:**

1. Dr. Naresh Kumar Garg, Associate Professor & Head
2. Vacant

**\*On purely temporary basis:**

- 1.
- 2.
- 3.

***Department of English:***

**Regular Staff:**

1. Dr. Smt. Nalini Jain, Associate Professor & Head
2. Vacant

**\* On purely temporary basis:**

- 1.
- 2.

***Department of History:***

**Regular Staff:**

1. Dr. Sanjay Kumar Maheshwari, Assistant Professor & Head

***Department of Political Science:***

**Regular Staff:**

1. Dr. Avaneet Kumar Ghildiyal, Associate Professor & Head
2. Shri Vinay Thapliyal, Assistant Professor

**\* On purely temporary basis [under self-finance]:**

- 1.

***Department of Sanskrit:***

**Regular Staff:**

1. Dr. Smt. Saraswati Pathak, Associate Professor & Head

***Department of Sociology:***

**Regular Staff:**

1. Dr. Jagdish Chandra Arya, Associate Professor & Head
2. Dr. Sushma Nayal, Assistant Professor

**\* On purely temporary basis [under self-finance]:**

- 1.
- 2.

**Department of Music:**

**\* On purely temporary basis [under self-finance]:**

1.

**Faculty of Commerce:**

**Regular Staff:**

1. Dr. Sunil Kumar Batra, Associate Professor & Head
2. Dr. Sunit Kumar Kulshreshtha, Associate Professor
3. Dr. Man Mohan Gupta, Associate Professor
4. Dr. Tejvir Singh Tomar, Associate Professor

**\* On purely temporary basis [under self-finance]:**

1.

2.

3.

4.

5.

6.

7.

8.

**Faculty of Science:**

**Department of Physics**

**\* On purely temporary basis [under self-finance]:**

1.

2.

**Department of Chemistry:**

**\* On purely temporary basis [under self-finance]:**

1.

2.

**Department of Botany:**

**\* On purely temporary basis [under self-finance]:**

1.

2.

**Department of Zoology:**

**\* On purely temporary basis [under self-finance]:**

1.

**Department of Maths:**

**\* On purely temporary basis [under self-finance]:**

1.

2.

**Department of Environment Science :**

**\* On purely temporary basis [under self-finance]:**

- 1.
- 2.

**Department of PGDJMC.:**

**\* On purely temporary basis [under self-finance]:**

- 1.
- 2.

**Play Coach:**

**\* On purely temporary basis [under self-finance]:**

- 1.

**Doctor:**

**\* On purely temporary basis [under self-finance]:**

- 1.

**OFFICE STAFF:**

**Regular Staff:**

1. Shri Ashwani Kumar Jagta, Office Superintendent
2. Shri Ved Prakash Chauhan, Stenographer
3. Shri Sahab Singh Saini, Assistant Accountant
4. Shri Hoshiyar Singh Chauhan, Clerk
5. Shri Brahm Pal Singh Chauhan, Clerk
6. Shri Mohan Chandra Pandey, Clerk
7. Shri Shiv Kumar, Sweeper
8. Shri Nirankar Thareja, Peon
9. Shri Jhinguri, Gardener
10. Shri Susheel Kumar Sharma, Peon
11. Shri Ghan Shyam Singh, Peon
12. Shri Ashok Kumar, Peon

**LIBRARY STAFF:**

**Regular Staff:**

1. Shri Ashwani Kumar Agrawal, Senior Library Clerk
2. Shri Raj Kumar, Clerk
3. Shri Pradeep Kumar, Book Binder
4. Shri Kailash Chandra Joshi, Peon
5. Shri Kunwar Pal, Peon
6. Shri Omi chand, Peon

**\*\*\* INTERNAL QUALITY ASSURANCE CELL:**

- CHAIRMAN** : **DR. AVANEET KUMAR GHILDIAL**, *ACTING PRINCIPAL*
- MEMBERS** : **MAHANT SHRI RAMANAND PURI**,  
*MEMBER, MANAGEMENT COMMITTEE*
- : **SHRI PREM PRAKASH BHALLA**,  
*MEMBER, MANAGEMENT COMMITTEE*
- : **DR. SUNIL KUMAR BATRA**,  
*ASSOCIATE PROFESSOR & HEAD, DEPARTMENT OF COMMERCE,*
- : **DR. SUNIT KUMAR KULSHRESHTHA**,  
*ASSOCIATE PROFESSOR, DEPARTMENT OF COMMERCE*
- : **DR. M.M.GUPTA**,  
*ASSOCIATE PROFESSOR, DEPARTMENT OF COMMERCE*
- : **DR. TEJVIR SINGH TOMAR**,  
*INCHARGE, UGC[DEVELOPMENT ASSISTANCE] AND NCC OFFICER*
- : **DR. SARASWATI PATHAK**,  
*ASSOCIATE PROFESSOR, & HEAD, DEPARTMENT OF SANSKRIT*
- : **DR. SANJAY KUMAR MAHESHWARI**,  
*ASSISTANT PROFESSOR & DEPARTMENT OF HISTORY*
- : **DR. JAGDISH CHANDRA ARYA**,  
*ASSOCIATE PROFESSOR & HEAD, DEPARTMENT OF SOCIOLOGY*
- : **DR. NALINI JAIN**,  
*ASSOCIATE PROFESSOR & HEAD, DEPARTMENT OF ENGLISH*
- : **DR. JANG BAHADUR SINGH**,  
*ASSISTANT PROFESSOR & HEAD, DEPARTMENT OF HINDI*

**MEMBER COORDINATOR: DR. NARESH KUMAR GARG**,  
*ASSOCIATE PROFESSOR & HEAD, DEPARTMENT OF ECONOMICS*

**MANUAL 7 — THE NAMES, DESIGNATIONS AND  
OTHER PARTICULARS OF THE PUBLIC  
INFORMATION OFFICERS**

<b>Names with designation</b>	<b>Duty Assigned as</b>	<b>Address</b>	<b>Phone/Mobile</b>
<b>Mahant Shri Bilkeshwar Giri,</b> <i>President of the College</i>	<b>Appellate Officer</b>	Shri Shrawan Nath Math, Moti Bazar, Haridwar-249401	9927686788
<b>Dr Avaneet Kumar Ghildial,</b> <i>Acting Principal</i>	<b>Public Information Officer</b>	S.M.J.N.College, Govindpuri, Hardwar-249401	9411727072, 01334-226032, 324354
<b>Dr Naresh Kumar Garg,</b> <i>Associate Professor &amp; Head in Economics</i>	<b>Asstt. Public Information Officer</b>	S.M.J.N.College, Govindpuri, Hardwar-249401	9319031643
<b>Note:</b> The Public Information Officer/ Asstt. Public Information Officer will be available for consultation by the public on all working days (Monday to Saturday) between 2.00 p.m. and 3.00 p.m. only, with prior appointment.			

***Under new arrangement for implementation of Right to Information Act, 2005, HNB Garhwal University [A central university] has appointed all Principals of affiliated colleges as Central Public Information Officers.***

[University notification no. Suchna ka Adhikar Prakoshth/2009/1243 dated **30-10-2010** may be referred for further details of new arrangement].

**MANUAL 8 — THE PROCEDURE FOLLOWED IN  
DECISION MAKING PROCESS, INCLUDING  
CHANNELS OF SUPERVISION AND  
ACCOUNTABILITY**

1. The Staff Council headed by the Principal is the decision making body for routine functioning of the College.
2. The Management Committee is the highest authority for decision making for this College.
3. The College is bound by the rules and regulations issued by the Directorate of Higher Education, HNB Garhwal University. The University Grants Commission (UGC) also lays down regulations to be followed by Colleges affiliated to HNB Garhwal University.

## MANUAL 9 — A DIRECTORY OF ITS OFFICERS AND EMPLOYEES [REGULAR]

S.N	NAME WITH DATE OF BIRTH	DESIGNATION WITH DATE OF APPOINTMENT IN THE COLLEGE	POSTAL ADDRESS WITH e-mail, IF ANY	MOBILE	STD-01334
1	<b>Dr. Avaneet Kumar Ghildial</b> [DOB: 11-9-1952]	<i>Acting Principal, Associate Professor &amp; Head in Pol.Sc.</i> [DOA: 24-4-1979]	11-New Building, Rajghat, Kankhal-249408; & G-407, Nehru Colony, Dehradun <a href="mailto:avaneetghildial@gmail.com">avaneetghildial@gmail.com</a>	9411727072	0135-26 70784
2	<b>Dr. Naresh Kumar Garg</b> [DOB: 31-1-1956]	<i>Associate Professor &amp; Head in Economics</i> [DOA: 27-10-1975]	17-A, Gangotri Street, Vishnu Garden, P.O.Gurukul Kangri- 249404, Hardwar, <a href="mailto:nkgangotrihwr@gmail.com">nkgangotrihwr@gmail.com</a>	9319031643	244228
3					
4	<b>Dr. Sunil Kumar Batra</b> [DOB: 16-7-1964]	<i>Associate Professor &amp; Head in Commerce</i> [DOA: 30-8-1986]	6, New Nirmala Cantt. Hardwar <a href="mailto:batrasunil.dr@gmail.com">batrasunil.dr@gmail.com</a>	9897902962	222913
5	<b>Dr. Sunit Kumar Kulshreshtha</b> [DOB: 1-1-1964]	<i>Associate Professor in Commerce</i> [DOA: 1-8-1994]	30, Sharad Vihar Colony, Opposite Avdhoot Mandal Ashram, Hardwar-249404	9259059703	—
6	<b>Dr. Man Mohan Gupta</b> [DOB: 15-9-1961]	<i>Associate Professor in Commerce</i> [DOA: 1-9-1987]	729, Dayanand Nagri, [Kali Mandir wali gali], Kankhal Road, Arya Nagar, Jwalapur- 249407 [Hardwar]	9219882922	254241
7	<b>Dr. Jang Bahadur Singh</b> [DOB: 10-1-1953]	<i>Associate Professor in Hindi</i> [DOA: 20-12-1988]	C/o Mrs. Shakuntala Gupta, 3- Govindpuri, Just Behind Degree College, Near Govt. Ration Shop, Hardwar	9412980380	
8	<b>Dr. Tejvir Singh Tomar</b> [DOB: 8-10-1960]	<i>Associate Professor in Commerce</i> [DOA: 30-5-1989]	Vijay Sadan, 12, Shyam Vihar, P.O.Gurukul Kangri, Hardwar- 249404 <a href="mailto:tssinghtomar@gmail.com">tssinghtomar@gmail.com</a>	9319893039	243232

9	<b>Dr. Smt. Saraswati Pathak</b> [DOB: 1-6-1957]	<i>Associate Professor &amp; Head in Sanskrit</i> [DOA: 15-12-1990]	S-24, Phase –III, Shiv Lok colony , Hardwar	9358303060	–
10	<b>Dr. Sanjay Kumar Maheshwari</b> [DOB: 4-7-1964]	<i>Assistant Professor &amp; Head in History</i> [DOA: 12-4-1991]	M-2, Phase-III, Shiv Lok, Hardwar-249407	9897203711	
11	<b>Dr. Jagdish Chandra Arya</b> [DOB: 22-3-1967]	<i>Associate Professor &amp; Head in Sociology</i> [DOA: 22-6-1996]	M-78, Phase – III, Shiv Lok Colony, Hardwar	9897035117	
12	<b>Dr. Smt. Nalini Jain</b> [DOB: 24-10-1963]	<i>Associate Professor &amp; Head in English</i> [DOA: 2-1-1990]	346, Govindpuri, Hardwar-249401	9997005109	–
13	<b>Shri Vinay Thapliyal</b> (DOB: 05-02-1984)	<i>Assistant Professor, Political Science</i> [DOA: 28-8-2010 ]	C/o, Shri J.P. Thapliyal, Shivnagar, Diffence Colony, Dehradun	9634318818	0135–26 66837
14	<b>Dr. Sushma Nayal</b> (DOB:03-06-1983)	<i>Assistant Professor, Sociology</i> [DOA: 28-1-2011 ]	Permanent Address: Vill. Bhainskot, PO-Bughani, Distt. Pauri-Garhwal, Uttarakhand  Email: <a href="mailto:nayal_ranu@rediffmail.com">nayal_ranu@rediffmail.com</a>	9411536767	
15	<b>Shri Ashwani Kumar Jagta</b> [DOB:5-7-1954]	<i>Office Superintendent</i> [DOA:10-7-1976]	Mohulla Mehtan, Near Radha-Krishan Temple, Jwalapur-249407;	–	252142
16	<b>Shri Ved Prakash Chauhan</b> [DOB:1-3-1963]	<i>Steno</i> [DOA:15-9-1990]	4-Ganga Vihar Colony, Opposite Avdhoot Mandal Ashram, Hardwar-249404;	9719466435	–
17	<b>Shri Sahab Singh Saini</b> [DOB:1-7-1963]	<i>Assistant Accountant</i> [DOA:15-9-1990]	105. Type-2, Sector-4, BHEL, Ranipur [Hardwar]-249403; 11/3, Chav Mandi, Roorkee [Hardwar]	9634268210	230677
18	<b>Shri Ashwani Kumar Agrawal</b> [DOB:8-5-1962]	<i>Library Clerk</i> [DOA:25-7-1991]	E-68, Daksh Road, Kankhal-249408	9412980417	

19	<b>Shri Hoshiyar Singh</b> [DOB:20-6-1952]	<i>Routine Clerk</i> [DOA:20-11-1990]	604, Avas Vikas, Hardwar-249401;		265395
20	<b>Shri Biram Pal Singh Chauhan</b> [DOB:1-7-1957]	<i>Routine Clerk</i> [DOA:20-11-1990]	G-6,Sandesh Nagar, Kankhal [Hardwar]	8126671698	
21	<b>Shri Mohan Chandra Pandey</b> [DOB:1-6-1968]	<i>Routine Clerk</i> [DOA:20-9-1999]	38-B,Brahm Vihar Colony, Kankhal -249408[Hardwar];	9305272586	246938

22	<b>Shri Raj Kumar</b> [DOB:8-10-1973]	<i>Library Clerk</i> [DOA:20-9-1999]	Village- Garh ; Post-Mirpur, [Hardwar];	9758922567	
23	<b>Shri Pradeep Kumar</b> [DOB:3-7-1967] [on long leave since 1-12-2010]	<i>Book Binder</i> [DOA:20-9-1999]	32-E, Type-2, Sector-2, BHEL, Ranipur [Hardwar]-249403;	9756208848	
24	<b>Shri Shiv Kumar</b> [DOB:22-8-1953]	<i>Sweeper</i> [DOA:11-11-1975]	Balmiki Basti, Opposite mela hospital, Billeshwar Colony, Hardwar		
25	<b>Shri Nirankar Thareja</b> [DOB:10-12-1953]	<i>Peon</i> [DOA:29-4-1977]	56/32 -A, New Ram Nagar Colony, P.O.Gurukul Kangri-249404,[Hardwar]	9997410297	
26	<b>Shri Jhinguri</b> [DOB:21-12-1957]	<i>Gardner</i> [DOA:2-2-1980]	Ashok Vihar Colony, Raja Garden, Vill. Jagjitpur [Kankhal] Hardwar	9412911532	
27	<b>Shri Sushil Kumar Sharma</b> [DOB:1-1-1958]	<i>Peon</i> [DOA:5-11-1984]	College campus, S.M.J.N.College, Hardwar-249401;		
28	<b>Shri Kailash Chandra Joshi</b> [DOB:2-3-1968]	<i>Library Attendent</i> [DOA:1-6-1991]	Gali No. 3/2, Shivpuri Colony, Jagjitpur, Kankhal, Hardwar	9410711435	
29	<b>Shri Ghanshyam Singh</b> [DOB:1-1-1965]	<i>Peon</i> [DOA:1-6-1991]	New Subhash Nagar, Jwalapur [Hardwar]	9758103782	
30	<b>Shri Ashok Kumar</b> [DOB:15-6-1963]	<i>Peon</i> [DOA:1-8-1993]	Village Khedli, P.O.Bahadrabad, [Hardwar];	8057214345	-
31	<b>Shri Kunwar Pal Singh</b> [DOB:13-12-1966]	<i>Library Attendent</i> [DOA:20-9-1999]	Village-Garh ; Post-Mirpur, [Hardwar];	9719776279	
32	<b>Shri Omi Chand</b> [DOB:4-2-1971]	<i>Library Attendent</i> [DOA:20-9-1999]	Village- Saini Bauss, Kamalpur, P.O. Daulatpur [Hardwar];	9012747599	

**MANUAL 10 — THE MONTHLY REMUNERATION  
RECEIVED BY EACH OF ITS OFFICERS AND  
EMPLOYEES [REGULAR] INCLUDING THE SYSTEM  
OF COMPENSATION AS PROVIDED IN ITS  
REGULATIONS**

The pay scales of teaching and non-teaching staff and others are as prescribed by the Directorate of Higher Education, Uttarakhand.

S.NO.	NAME	DESIGNATION	PRESENT PAY BAND WITH GRADE PAY	SALARY FOR THE MONTH OF JANUARY, 2010 [It includes Basic Pay, Dearness Pay, Dearness Allowance, HRA,Personal Pay
1	<b>Dr. Avaneet Kumar Ghildial</b>	<i>Acting Principal, Associate Professor &amp; Head in Pol.Sc.</i>	Rs. 37400-67000 pm[GRADE PAY-RS. 9000]	Rs. 96141.00
2	<b>Dr. Naresh Kumar Garg</b>	<i>Associate Professor &amp; Head in Economics</i>	Rs. 37400-67000 pm[GRADE PAY-RS. 9000]	Rs. 96141.00
3				
4	<b>Dr. Sunil Kumar Batra</b>	<i>Associate Professor &amp; Head in Commerce</i>	Rs. 37400-67000 pm[GRADE PAY-RS. 9000]	Rs. 85324.00
5	<b>Dr. Sunit Kumar Kulshreshtha</b>	<i>Associate Professor in Commerce</i>	Rs. 37400-67000 pm[GRADE PAY-RS. 9000]	Rs. 84424.00
6	<b>Dr. Man Mohan Gupta</b>	<i>Associate Professor in Commerce</i>	Rs. 37400-67000 pm[GRADE PAY-RS. 9000]	Rs. 85324.00
7	<b>Dr. Jang Bahadur Singh</b>	<i>Assistant Professor in Hindi</i>	Rs. 15600-39100 pm[GRADE PAY-RS. 7000]	Rs. 58325.00
8	<b>Dr. Tejvir Singh Tomar</b>	<i>Associate Professor in Commerce</i>	Rs. 37400-67000 pm[GRADE PAY-RS. 9000]	Rs. 85324.00

9	<b>Dr. Smt. Saraswati Pathak</b>	<i>Associate Professor &amp; Head in Sanskrit</i>	Rs. 37400-67000 pm[GRADE PAY-RS. 9000]	Rs. 82539.00
10	<b>Dr. Sanjay Kumar Maheshwari</b>	<i>Assistant Professor &amp; Head in History</i>	Rs. 15600-39100 pm [GRADE PAY-RS. 7000]with grade pay	Rs. 55193.00
11	<b>Dr. Jagdish Chandra Arya</b>	<i>Associate Professor &amp; Head in Sociology</i>	Rs. 37400-67000 pm[GRADE PAY-RS. 9000]	Rs. 78044.00
12	<b>Dr. Smt. Nalini Jain</b>	<i>Associate Professor &amp; Head in English</i>	Rs. 37400-67000 pm[GRADE PAY-RS. 9000]	Rs. 84888.00
13	<b>Shri Vinay Thapliyal</b>	<i>Assistant Professor in Political Science</i>	Rs. 15600-39100 pm [GRADE PAY-RS. 6000]with grade pay	Rs. 34320.00
14	<b>Dr. Sushma Nayal</b>	<i>Assistant Professor in Sociology</i>	PAY IS NOT FIXED YET BY THE DIRECTORATE OF HIGHER EDUCATION	
15	<b>Shri Ashwani Kumar Jagta</b>	<i>Office Superintendent</i>	Rs. 9300-34800 pm[GRADE PAY-RS. 4200]	Rs. 32782.00
16	<b>Shri Ved Prakash Chauhan</b>	<i>Steno</i>	Rs. 9300-34800 pm[GRADE PAY-RS. 4200]	Rs. 30252.00
17	<b>Shri Sahab Singh Saini</b>	<i>Assistant Accountant</i>	Rs. 9300-34800 pm[GRADE PAY-RS. 4200]	Rs. 30252.00
18	<b>Shri Hoshiyar Singh Chauhan</b>	<i>Routine Clerk</i>	Rs. 5200-20200 pm[GRADE PAY-RS. 2400]	Rs. 19351.00
19	<b>Shri Biram Pal Singh Chauhan</b>	<i>Routine Clerk</i>	Rs. 5200-20200 pm[GRADE PAY-RS. 2400]	Rs. 19631.00
20	<b>Shri Mohan Chandra Pandey</b>	<i>Routine Clerk</i>	Rs. 5200-20200 pm[GRADE PAY-RS. 1900]	

				Rs. 16361.00
21	<b>Shri Ashwani Kumar Agrawal</b>	<i>Library Clerk</i>	Rs. 5200-20200 pm[GRADE PAY-RS. 2400]	Rs. 18565.00
22	<b>Shri Raj Kumar</b>	<i>Library Clerk</i>	Rs. 5200-20200 pm[GRADE PAY-RS. 1900]	Rs. 16121.00
23	<b>Shri Pradeep Kumar</b>	<i>Book Binder</i>	Rs. 4440-7440 pm[GRADE PAY-RS. 1400]	ON LONG LEAVE
24	<b>Shri Shiv Kumar</b>	<i>Sweeper</i>	Rs. 5200-20200 pm[GRADE PAY-RS. 1800]	Rs. 16082.00
25	<b>Shri Nirankar Thareja</b>	<i>Peon</i>	Rs. 5200-20200 pm[GRADE PAY-RS. 1800]	Rs. 16262.00
26	<b>Shri Jhinguri</b>	Gardner	Rs. 5200-20200 pm[GRADE PAY-RS. 1800]	Rs. 15879.00
27	<b>Shri Sushil Kumar Sharma</b>	<i>Peon</i>	Rs. 4400-7440 pm[GRADE PAY-RS. 1400]	Rs. 14374.00
28	<b>Shri Kailash Chandra Joshi</b>	<i>Library Peon</i>	Rs. 4400-7440 pm[GRADE PAY-RS. 1400]	Rs. 14006.00
29	<b>Shri Ghanshyam Singh</b>	<i>Peon</i>	Rs. 4400-7440 pm[GRADE PAY-RS. 1400]	Rs. 13866.00
30	<b>Shri Ashok Kumar</b>	<i>Peon</i>	Rs. 4400-7440 pm[GRADE PAY-RS. 1300]	Rs. 13062.00
31	<b>Shri Kunwar Pal Singh</b>	<i>Library Peon</i>	Rs. 4400-7440 pm[GRADE PAY-RS. 1300]	Rs. 12438.00
32	<b>Shri Omi Chand</b>	<i>Library Peon</i>	Rs. 4400-7440 pm[GRADE PAY-RS. 1300]	Rs. 12308.00

**MANUAL 11 — THE BUDGET ALLOCATED TO EACH  
OF ITS AGENCY, INDICATING THE PARTICULARS  
OF ALL PLANS, PROPOSED EXPENDITURES AND  
REPORTS ON DISBURSEMENTS MADE**

Annual budget [2010-11], Annual income – expenditures statements and various audit reports are available with the office superintendent. Proposed plans for UGC grant are also available with the same.

**MANUAL 12 — THE MANNER OF EXECUTION OF  
SUBSIDY PROGRAMMES, INCLUDING THE  
AMOUNTS ALLOCATED AND THE DETAILS OF  
BENEFICIARIES OF SUCH PROGRAMMES**

Not Applicable

**MANUAL 13 — PARTICULARS OF RECIPIENTS OF  
CONCESSIONS, PERMITS & AUTHORISATIONS  
GRANTED BY IT**

*As granted and approved by the HNB Garhwal University, Srinagar-Garhwal.*

Tuition Fee for all female students studying at undergraduate level is exempted.

## **MANUAL 14 — THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

### **Working Hours [for the session 2010-11]-**

1. Office Working Hours: 9.00 a.m. to 4.00 p.m.
2. Library Working Hours: 9.00 a.m. to 4.00 p.m.
3. Working Days: Monday to Saturday except holidays.
4. Teaching Load of Faculty: 18-24 periods per week.
5. Duration of Teaching Periods: 45 minutes.
6. Minimum stay of teachers in the college: 5 hours daily

*Other norms are set to improve the functioning of the college in accordance to the rules and regulation formulated by the Directorate of Higher Education [Uttarakhand] vide letter no. Degree/ Artha/7516/2006-07, dated 12-10-2006.*

**MANUAL 15 —DETAILS IN RESPECT OF THE  
INFORMATION AVAILABLE TO OR HELD BY IT,  
REDUCED IN AN ELECTRONIC FORM**

1. Staff Statement
2. Information Manuals
3. Website: <http://www.smjn.org>

**MANUAL 16 — THE PARTICULARS OF FACILITIES  
AVAILABLE TO CITIZENS FOR OBTAINING  
INFORMATION, INCLUDING THE WORKING HOURS  
OF A LIBRARY OR READING ROOM, IT  
MAINTAINED FOR PUBLIC USE**

1. Unrestricted Access to Website <http://www.smjn.org>
2. Citizens may submit a written application for information to the Public Information Officer.
3. Public may elicit information via E-Mail to [smjncollege@gmail.com](mailto:smjncollege@gmail.com)
4. Citizens may interact with us through discussion on our blog <http://interact-smjn.blogspot.com>

## **MANUAL 17 — ANY OTHER USEFUL INFORMATION**

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee. (At present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request. The application may be accompanied with a non-judicial government stamp paper of Rs. 10/- only. This fee of Rs. 10/- is exempted in case of person belonging to BPL category.

Schedule of fees can be had from the office of the Public Information Officer S.M.J.N.COLLEGE, HARDWAR. For the time being the rates are as under:-

- (a) Rs. 2/- per page of A-4 size
- (b) In case of printed material, the printed copies could be had from the college office counter on payment.
- (c) In case of photo copies, the rate would be Rs. 2/- per page.
- (d) If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.

Major portion of information will be available from the University Calendar and other rules as applicable to the University from time to time, printed syllabi for various courses and the college admission prospectus.

**University Grants Commission website [www.ugc.ac.in](http://www.ugc.ac.in)**

**University website [www.hnbgu.ac.in](http://www.hnbgu.ac.in)**

**College website [www.smjn.org](http://www.smjn.org)**

**Email us [smjncollege@gmail.com](mailto:smjncollege@gmail.com)**

**Interact with us through discussion on our blog**

**<http://interact-smjn.blogspot.com>**

**[Mahant Bilkeshwar Giri]**  
*President, College Management Committee*

**[Mahant Ravindra Puri]**  
*Secretary, College Management Committee*

**[Dr. Avaneet Kumar Ghildial]**  
*Principal*

**[Dr. Naresh Kumar Garg]**  
*Incharge, Information*

**[Ashwani Kumar Jagta]**  
*Office Superintendent*

**Dated: April 28, 2011**