



# INDIRA GANDHI NATIONAL COLLEGE

LADWA (DHANORA), KURUKSHETRA-136132

**NAAC Accredited Grade A**

**Affiliated to Kurukshetra University, Kurukshetra**

e-mail: [igncollege@gmail.com](mailto:igncollege@gmail.com)

Website: [igncollege.ac.in](http://igncollege.ac.in)

## Statutory Declaration under Section 4 (1) (b) of Right to Information (RTI) Act – 2005

### Particulars of the Organization, Function and Duties

Name of the Society	:	Indira Gandhi National College Educational Society
Name of the College	:	Indira Gandhi National College, Ladwa (Dhanora), Distt. Kurukshetra
Address	:	Mustafabad Road, Vill. Dhanora, Ladwa, Kurukshetra, State-Haryana, Pin Code: 136132

Our college is affiliated to Kurukshetra University, Kurukshetra (Haryana) since 11.07.1975.

The college discharges its functions in accordance with the rules and regulations established by Kurukshetra University, Kurukshetra and amended from time to time and instructions/orders issued by Directorate of Higher Education, Government of Haryana.

### Profile of the Institution

Private Aided College included under 2(f) and 12(B) Schedule of UGC since 11.07.1975.

Head of the Institution	:	Principal Indira Gandhi National College, Ladwa (Dhanora), Mustafabad Road, Vill. Dhanora, Ladwa, Kurukshetra, State-Haryana, Pin Code: 136132
Contact Number	:	01744-260334
e-Mail	:	<a href="mailto:igncollege@gmail.com">igncollege@gmail.com</a>
Website	:	<a href="http://www.igncollege.ac.in">www.igncollege.ac.in</a>

### Working Hours

College Office	:	9.00 am to 4.00 pm
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<b>Class Time</b>	:	9.00 am to 2.30 pm
<b>Visiting Hours for the Public:</b>		9.00 am to 4.00 pm
<b>Library Hours</b>	:	It remains open on all working days from 9.00 am to 4.00 pm
<b>Holidays</b>	:	The College remains closed on all Gazetted Holidays

## Courses Offered

1. Bachelor of Arts  
Compulsory Subjects: English and Hindi  
Elective Subjects: Choose only Two subjects  
(Grant-in-Aid Subjects i.e. Economics, Political Science, History, Math, Sanskrit and Home Science)  
(Self-Finance Scheme Subjects i.e. Physical Education, Computer Science & Punjabi)
2. Bachelor of Commerce (Grant-in-Aid)
3. Bachelor of Commerce (Self Financing Scheme)
4. Bachelor of Science (Non-Medical) (Grant-in-Aid)  
Subject: Physics/Chemistry/Math/Computer Science
5. Bachelor of Science (Non-Medical) (Self Financing Scheme)  
Subject: Physics/Chemistry/Math/Computer Science
6. Bachelor of Science (Medical) (Grant-in-Aid)  
Subjects: Chemistry/Botany/Zoology
7. Bachelor of Science (Medical) (Self Financing Scheme)  
Subjects: Chemistry/Botany/Zoology
8. Bachelor of Library & Information Science (Self Financing Scheme)
9. Master of Arts in Political Science (Self Financing Scheme-

Our college is a Co-educational institution which is registered under the Societies Registration Act 2012 and it is now affiliated to Kurukshetra University, Kurukshetra since 1975.

The College is governed by the Society "Indira Gandhi National College Education Society



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Governing Body”. It runs as per rules and regulations declared by the Govt. of Haryana. The college comes under “Government Aided College” category; therefore, financial transactions are audited by Director General of Higher Education, Panchkula, Auditor General, Haryana and Chartered Accountant. The college has different Bodies to maintain all types of disciplines in the campus. All the cells/committees of the institution are under Statutory Bodies and come under section 4(1) (b) of RTI Act, 2005. The applications submitted under the RTI Act along with a postal order/demand draft for Rs.10.00 obtained in favour of Principal, Indira Gandhi National College, Ladwa will be properly responded on time. All information about the college under Section 4 (1) (b) of RTI Act, 2005 is open to the public and it can be obtained by any citizen of India.

## **Rules and Regulations of the Indira Gandhi National College Education Society, Ladwa Tehshil Thanser Distt. Kurukshtera**

- 1 NAME:** The Society will be designated as “The Indira Gandhi National College Education Society, Ladwa.
- 2 OFFICE:** The registered office of the society will be in the premises of Indira Gandhi National College
- 3 ADMINISTRATION:** Indira Gandhi National College Ladwa and other institution that may be established by the Society later on will be administered through its executive committee, known as the Managing Committee. But every institution will have its own governing body framed according to the instructions of the central Govt/ State Govt University/ Board etc. The Managing committee of the society will be elected at the General Meeting of the society. The Managing Committee of the society will hold the committee membership for three year and will be entitled for reelection.



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4 The society will elect the following office bearers at its general meeting and they will hold office for a term of three year but shall be entitled to re-election.

- (a) President
- (b) Senior Vice President
- (c) Vice President-Two
- (d) Manager
- (e) Secretary
- (f) Joint Secretary
- (g) Treasurer
- (h) Auditor

### **Managing Committee:**

- The Managing Committee will consist of 21 member excluding ex- officio members.
- The office bearers of the society will ipso facto be the members and the office bearers of the Managing Committee.
- Any vacancy falling in the Managing Committee shall be filled by co-option of the Managing Committee from amongst the members of the society until the next elections.

### **POWERS OF MANAGING COMMITTEE:**

- (I) To purchase, take on lease or accept as a gift any land or building which may be necessary or convenient for the purpose of the society on such terms & conditions as they may think fit and proper.
- (II) 2 To construct any building or building which may be necessary for the purpose of the Society and make any additions or alterations to any building or building held by the society.
- (III) 3 To sell exchange or otherwise dispose off any properties of the society movable or immovable on such terms and condition as they make think proper.
- (IV) To lease or let any properties of the society on such terms and conditions as they may think fit and such terms and condition as they may think proper.



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- (V) To enter into any agreement with the government or any other person or persons or other society receiving grants for the institutions of the society.
- (VI) To rise and borrow money on bounds promissory notes or any other obligations or securities founded or based upon all of the properties or assets of the Society without any security or upon such terms and conditions as the managing committee may think proper.
- (VII) To invest the funds of the society in or upon such securities as they may deem fit from time to time.
- (VIII) To make any grants as they think fit for the benefit of any employee or the employee of the society.
- (IX) It also reverses the right to amend or delete old ones if considered against the interests of the society.
- (X) It shall appoint auditor /auditors to audit accounts of the institutions under its control.
- (XI) It shall appoint sub- committee as and when necessary for executing special jobs.
- (XII) It shall keep its fund and assets in safe custody ie Banks or Govt Securities.

### **Meeting of the Managing Committee:**

- I. The Meeting of the Managing Committee shall be convened by the secretary under instructions of the president or on a written requisition signed at least by 60% of the members of the Managing committee subjects to 3 days prior information in writing to the president.
- II. Generally, the meeting of the Managing Committee will be held every month for which three days prior notice in writing along with the agenda is necessary.
- III. Any suggestion or proposal to be made by a member of the Managing committee to be considered in the meeting should reach the Secretary in writing at least one week before the date of the meeting so that it may be included in the agenda. Such proposal or suggestion will however be included only with the permission of the president.
- IV. If on the appointed day of the meeting quorum is lacking up to one hour after the notified time the president will adjourn the meeting the adjourned meeting will be held with whatever number of the members of the managing committee present and the resolutions passed and decisions taken in the meeting will be legal and binding on all members.



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- V. In the case of a tie in any meeting items shall be decided by a simple majority of the votes of the members presents in the meeting.
- VI. No motion or amendment can be moved or withdrawn without the permission of the president.
- VII. Non receipt of a notice of the meeting by any members shall not invalidate the proceeding of the meeting.
- VIII. Proceeding of every meeting shall be recorded in the proceeding's books either in Hindi or in English under the countersignatures of the president.
- IX. At a meeting generally only, such proposal can be discussed and decided as had been previously notified, but the Managing Committee shall have the right to discuss any other items in the interest of the institutions with the permission of the president if the majority of the members present agree to do so.
- X. The quorum of the ordinary meeting of the Managing Committee will be one third and for a special meeting where in new rules are to be farmed or action is to be taken against any member of the staff or for a requisitioned meeting the quorum will be two third of the actual number of the members of the Managing Committee.

### **Annual Meeting of the Managing Committee:**

The annual meeting of the Managing committee shall be held normally in the last week of June or in the First week of July every year at the beginning of new session and the following matter shall considered in the meeting

- I. Budget: The Budget of the proceeding year and the new budget of the succeeding year.
- II. Report of the Managing Committee to be presented by the Secretary relating to the problems / progress made during the year by the institutions under its control. The report will throw light on all aspects of working of institutions throughout the year.

### **Vacancies in the Managing Committee:**

- I. (i) Resignation (II) Insanity (III) Insolvency (IV) death (V) Conviction for an offence involving moral turpitude. (Vi) Continued absence from the three meeting of the managing Committee without any solid reasons or prior permission of the president (VII) Non-Payment of any due subscription for a continuous period of two year.



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## **Function Duties and power of the office bearer of the Managing Committee**

- (A) President:
- I. The president shall preside over the meetings of the Managing Committee and shall supervise and direct the conduct of the meetings.
  - II. He shall exercise general control over the working property and the finances of the society.
  - III. He shall sanction expenditures within the budget passed by the Managing Committee.
  - IV. He shall draw amounts from the bank under the countersignatures of either of the Secretary or Treasurer of the Society or as directed by the managing Committee from time to time.
  - V. He can incur expenditure up to Rupees 500/ In case of emergency or at his own discretion which will have to be got approved from the Managing Committee in the next meeting.

## **VICE PRESIDENT**

- 1 They will work on behalf of President/ Senior Vice- President.
- 2 They will ensure execution of the plans and policies as laid down by the president / Senior Vice – President.
- 3 They will keep themselves acquainted with daily developments and problems.
- 4 One of the two Vice – Presidents will be responsible for the running of the institutions of the Society. Other Vice – Presidents will be responsible for the development and construction work of the society.

## **GENERAL SECRETARY**

- 1 He shall call ordinary and special meeting of the Managing Committee under the instructions of the President in writing in conformity with the rules and regulations of the Managing Committee or in response to a requisition made in writing by 60% of



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the total number of members of the Managing Committee subjects to 3 days prior information in writing to the President of the Committee.

- 2 He shall prepare and issue agenda of the meeting in consultation with the president.
- 3 He shall keep a proper record of the names and addresses of the members of the Managing Committee.
- 4 He shall watch the progress of the settlement of audit objection raised by any authority.
- 5 He shall supervise the prompt payment of the bills due to the institutions
- 6 He shall prepare the budget for the institution and submit it to the Committee.

## **TREASURER**

- 1 He shall keep record of the amounts received as donations, subscriptions or loans raised for the Society.
- 2 He shall keep accounts of the bank deposits and other funds in the name of the Indira Gandhi National College Education Society Ladwa.
- 3 He shall check the accounts of the Managing Committee of the institution regularly.
- 4 He shall report to the president if any discrepancy or irregularity is found in the accounts.



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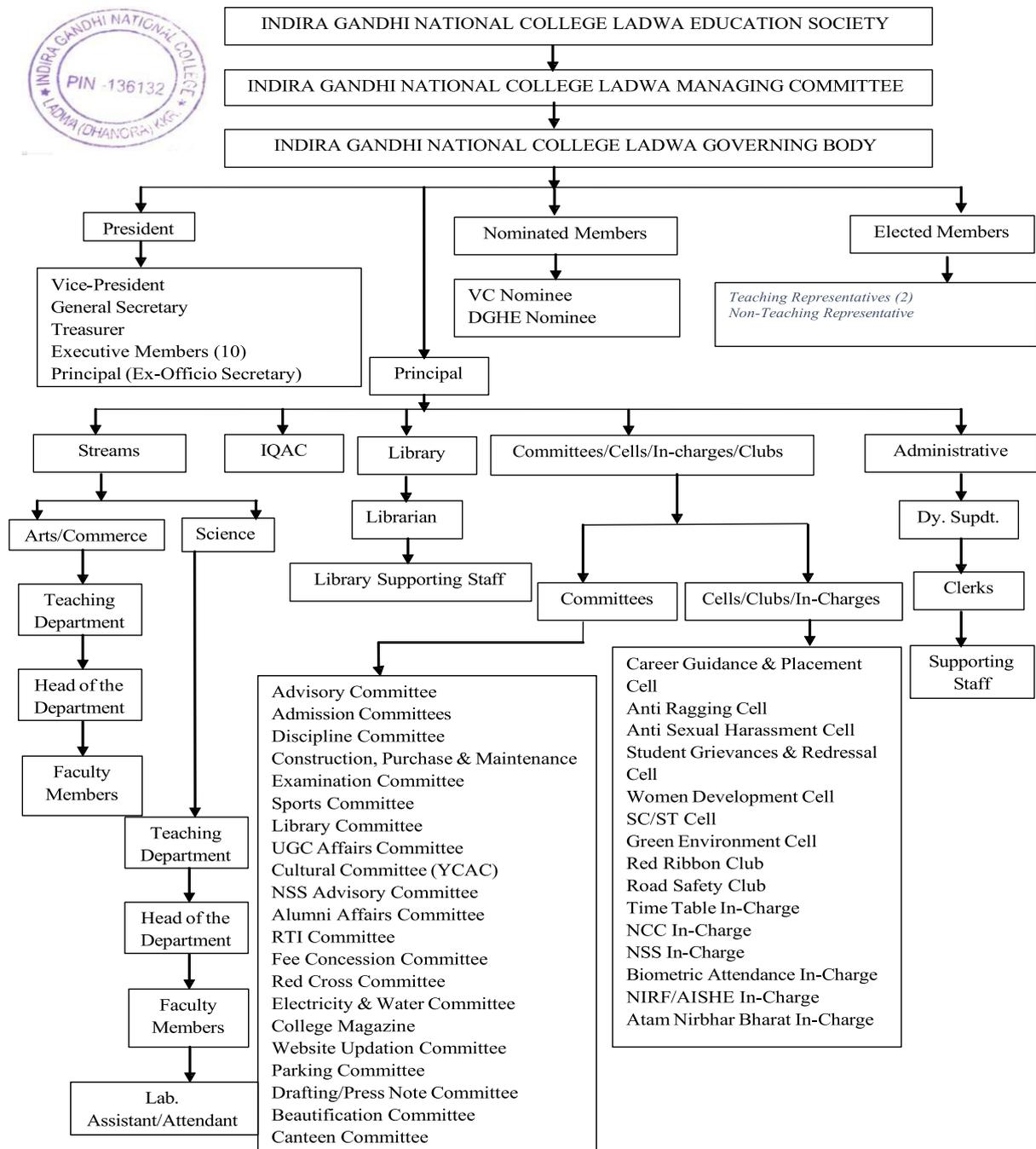
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## Procedure Followed in Decision Making





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## GOVERNING BODY

In view of the Director Higher Education Haryana Chandigarh memo No 3/1-79-CII 2 date 28-3-79 Indira Gandhi National College Ladwa (Dhanora) shall have a Governing Body consisting of not more than 21 and not less than 11 members. The President, Vice President, Treasurer, General Secretary and Member Secretary shall be the office bearers of the Governing Body. The First four shall be elected by the members of the General Body of the Society. The principal shall be EX- Officio Members Secretary of the Governing Body. Out of the remaining 16 members, 11 shall be nominate by the President, one by the University, one by the State Government, and two shall represent the faculty and one will represent non-Teaching Employees.

S. No.	Name	Designation
1	Sh. Pawan Kumar Garg	President
2	S. Mandeep Singh Toor	Vice President
3	Er. Parveen Kumar Gupta	Gen. Secretary
4	Sh. Vikash Singhal	Treasurer
5	Prof. (Dr.) Kushal Pal, Principal	Ex-Officio Member Sec.
6	Sh. Harinder Singhal	Member
7	Sh. Sunil Garg	Member
8	Sh. Parmod Dhawan	Member
9	Smt. Ranjana Goel	Member
10	S. Jatinder Singh Gill	Member
11	Sh. Rakesh Mittal	Member
12	Sh. Ravinder Bansal	Member



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13	Sh. Gourav Kansal	Member
14	Sh. Sharwan Garg	Member
15	Sh. Aman Gupta	Member
16	S. Satinder Singh	Member
17	Dr. N.K. Matta, Retd. Professor, Kurukshetra University, Kurukshetra	VC Nominee
18	Principal, Government College of Girls, Palwal (Kurukshetra)	DHE Nominee
19	Dr. Sandeep Bansal	Staff Representative
20	Dr. Neeru Bala	Staff Representative
21	Sh. Naresh Saini	Staff Representative

## Directory of Officers and Employees

<i>TEACHING STAFF</i>			
S.NO.	NAME	Designation	Mobile no.
1	DR. ASHOK VERMA	Associate Professor	094680-09137
2	DR. SANDEEP BANSAL	Associate Professor	098960-00133
3	DR. RAJESH KUMAR	Associate Professor	094162-96058
4	DR. RUPESH GAUR	Librarian	094666-94800
5	DR. YASH PAL SINGH	Associate Professor	094165-42353
6	MRS. HARNEET KAUR	Assistant Professor	098963-22680
7	DR. MOHAN LAL	Associate Professor	094662-71105
8	MRS. SUNITA RANI	Assistant Professor	094169-12815



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9	DR. VANDANA GUPTA	Assistant Professor	094683-67118
10	DR. NEERU BALA	Assistant Professor	094167-65118
11	DR. KULDEEP SINGH	Associate Professor	090342-48290
12	DR. NITI GOYAL	Assistant Professor	082956-44800
13	DR. SUMAN SIWACH	Assistant Professor	094669-79619
14	DR. AMIT KUMAR	Assistant Professor	098960-95215
15	DR. SUDESH KUMAR	Assistant Professor	090348-80453
16	DR. AMIT VERMA	Assistant Professor	099964-20608
17	DR. NEETU	Assistant Professor	089506-32450
18	MRS. PRIYANKA	Assistant Professor	086073-01105
19	DR. SURINDER KUMAR	Assistant Professor	094166-82935
<b>NON-TEACHING STAFF</b>			
S.NO.	NAME	Designation	Mobile no.
1	SH. VIJAY KUMAR	Dy. Supdt.	098131-39700
2	SH. RAVINDER SHARMA	Clerk	098964-87252
3	SH. RAJ PAL	Lab. Attendant	094160-54264
4	SH. NARESH KUMAR	Lab. Attendant	099916-37750
5	SH. RAKIB	Mali	098135-45455
6	SH. NARESH PAL	Chowkidar	098132-98836
7	SH. RAJ KUMAR	Sweeper	098130-65790
8	SH. JAGDEEP CHAHAL	Chowkidar	099919-96650

☎: 01744-260334



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- Committees are created for smooth functioning of the college activities and others tasks (available on college website):

<https://www.igncollege.ac.in/about-us/committees/>

- Policies

<https://www.igncollege.ac.in/policies/>



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## Service Rules or Manuals

1979 : Haryana Act 15]

AFFILIATED COLLEGES (SECURITY OF SERVICE)

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### THE HARYANA AFFILIATED COLLEGES (SECURITY OF SERVICE) ACT, 1979

(Haryana Act No. 15 of 1979)

Table of Contents.

#### SECTIONS :

1. Short title.
2. Definitions.
3. Qualifications.
4. Method of recruitment and conditions of service.
5. Code of conduct.
6. Salary.
7. Procedure to be observed before dismissal, removal or reduction in rank.
- 7-A. Continuance of suspension beyond six months.
8. Bar of jurisdiction of civil courts.
9. Protection of action taken in good faith.
10. Appeal.
11. Power of revision.
12. Power to issue directives.
13. Over-riding effect of this Act.
14. Power to stop, reduce or suspend grant-in-aid or to make payment therefrom to employees in certain cases.
15. Power to remove difficulties.
16. Power to make rules.



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1979 : Haryana Act 15]

AFFILIATED COLLEGES (SECURITY OF SERVICE)

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## THE HARYANA AFFILIATED COLLEGES (SECURITY OF SERVICE) ACT, 1979

(Haryana Act No. 15 of 1979)

[Received the assent of the Governor of Haryana on the 17th April, 1979 and first published for general information in the Haryana Government Gazette (Extraordinary), Legislative Supplement, Part I of 19th April, 1979].

1	2	3	4
Year	No.	Short title	Whether repealed or otherwise affected by legislation
1979	15	The Haryana Affiliated Colleges (Security of Service) Act, 1979.	Amended by Haryana Act 9 of 1982. <sup>1</sup> Amended by Haryana Act 12 of 1984. <sup>2</sup> Amended by Haryana Act 1 of 1996. <sup>3</sup> Amended by Haryana Act 9 of 1998. <sup>5</sup>

AN

ACT

to provide for the security of service, employees of affiliated colleges.

BE it enacted by the Legislature of the State of Haryana in the Thirtieth Year of the Republic of India as follows :—

1. This Act may be called the Haryana Affiliated Colleges (Security of Service) Act, 1979. Short title.

2. In this Act, unless the subject or context otherwise requires,— Definitions.

... (a) “affiliated college” means a college which is not run by the Central Government or the State Government or a local authority which is recognised by the Kurukshetra University under the

1. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 23rd March, 1979, page 583.
2. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 13th March, 1982, page 307.
3. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 13th March, 1984, page 300.
4. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 23rd March, 1995, page 504.
5. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 12th January, 1998, page 51.



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AFFILIATED COLLEGES (SECURITY OF SERVICE) [ 1979 : Haryana Act 15

Kurukshetra University Act, 1956, or is admitted to the privileges of the Maharshi Dayanand University under the Maharshi Dayanand University Act, 1975, <sup>1</sup>[\*\*\*\*\*];

(b) "Director" means the Director of Public Instruction, Haryana, and includes any other officer of the State Government authorised by the Government to exercise the powers and perform the functions of the Director under this Act;

(c) "employee" means any person who is in the whole-time employment of an affiliated college;

(d) "Government" means the Government of the State of Haryana;

<sup>2</sup>(e) "Managing Committee" means the Managing Committee of an affiliated college or colleges and includes a person or body of persons for the time being entrusted with the management of the affairs of such college or colleges;

(f) "prescribed" means prescribed by rules made under this Act; and

(g) "university" means the Kurukshetra University as incorporated under the Kurukshetra University Act, 1956, or the Maharshi Dayanand University as incorporated under the Maharshi Dayanand University Act, 1975.

Qualifications. 3. The minimum qualifications for recruitment of various classes of employees shall be such as may from time to time, be laid down by the university concerned :

Provided that the qualifications of an existing employee at the commencement of this Act shall not be varied to his disadvantage.

Method of recruitment and conditions of service. <sup>3</sup>[4. The method of recruitment, and the conditions of service, of the employees shall be such as may be prescribed :

Provided that the conditions of service of an existing employee at the commencement of this Act shall not be varied to his disadvantage.]

Code of conduct. <sup>3</sup>[5. The employees shall be governed by such code of conduct as may be prescribed.]:

1. Omitted by Haryana Act 12 of 1984.
2. Substituted by Haryana Act 1 of 1996.
3. Substituted by Haryana Act 9 of 1982.



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1979 : Haryana Act 15]

AFFILIATED COLLEGES (SECURITY OF SERVICE)

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6. The scales of pay and other allowances and privileges of the employees shall be such as may, from time to time, be specified by the Government.

Salary.

[7. (1) No employee shall be dismissed, removed, reduced in rank or no annual increment or increments of pay of any employee shall be withheld with cumulative effect except after an enquiry in which he has been informed of the charge against him and given a reasonable opportunity of being heard in respect of those charges:

Procedure to be observed before dismissal, removal, reduction in rank or withholding of annual increment of pay with cumulative effect.

Provided that this section shall not apply where an employee is dismissed, removed, reduced in rank or where the annual increment or increments of pay of any employee is or are withheld with cumulative effect on the ground of conduct which has led to his conviction on a criminal charge.

(2) The penalty of dismissal, removal from service, reduction in rank and withholding of annual increment or increments of pay with cumulative effect shall not be imposed unless the same is approved by the Director.

(3) Where after the enquiry referred to in sub-section (1) it is proposed to impose the penalty of dismissal, removal from service, reduction in rank or withholding of annual increment or increments of pay with cumulative effect, the proposal along with the relevant record shall be referred to the Director and the employee concerned shall be informed.

(4) The employee may, within a period of thirty days of the receipt of the intimation referred to in sub-section (3), make a representation against the proposed penalty to the Director who may, after examining the record and giving the parties an opportunity of being heard, by an order in writing, approve the proposed penalty or reduce it or refuse to approve it, if the proposal is found to be mala fide or by way of victimisation or not warranted by the facts and circumstances of the case.]

[7-A. (1) In case the Managing Committee of an affiliated college considers it expedient to keep an employee under suspension beyond the period of six months, it shall submit a detailed report to the Director at least one month before the expiry of the period of six months specifying reasons warranting the extension of the suspension period of the employee beyond six months.

Continuance of suspension beyond six months.

(2) After considering the report under sub-section (1), the Director shall

1. Substituted by Haryana Act 9 of 1998.
2. Inserted by Haryana Act 9 of 1982.



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[ 1979 : Haryana Act 15

pass an order whether the extension be granted or not. In the event of his refusal to grant the extension, the Managing Committee shall reinstate the employee within a fortnight from the date of receipt of the order, failing which the employee concerned shall be deemed to have been reinstated on the expiry of the aforesaid period.]

Bar of jurisdiction of civil courts.

8. No civil court shall have jurisdiction to entertain any suit in respect of any proceedings taken under the provisions of this Act.

Protection of action taken in good faith.

9. No suit, prosecution or other legal proceedings shall lie against the Government or any authority or any officer appointed under this Act for anything which is in good faith done or intended to be done in pursuance of this Act or the rules made thereunder.

Appeal.

10. (1) Any employee aggrieved by an order imposing any penalty on him other than dismissal, removal or reduction in rank may, within thirty days of the date of communication to him of such order, prefer an appeal to the Director in such form and manner as may be prescribed :

Provided that the Director may entertain the appeal after expiry of the said period of thirty days if he is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(2) The Director may, after hearing the parties, confirm, vary or reverse the order appealed from and may pass orders as he deems fit.

Power of revision.

11. The State Government may, either of its own motion or on an application received in this behalf, at any time call for the record of any proceedings which is either pending before the Director or in which the Director has passed any order for the purpose of satisfying itself as to the legality or propriety of such order and may pass such order in relation thereto as it thinks fit:

Provided that the State Government shall not pass order under this section prejudicial to any party without giving such party a reasonable opportunity of being heard.

Power to issue directives.

12. The State Government shall be competent to issue such directives to the Managing Committee of an affiliated college as may be necessary for the proper enforcement of the provisions of this Act and the rules made thereunder.

Overriding effect of this Act.

13. The provisions of this Act shall have effect notwithstanding anything to the contrary contained in any other law for the time being in force including any rule, regulation, statute or Ordinance of the university concerned.



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14. (1) It shall be lawful for the Government to stop, reduce or suspend the grant-in-aid to an affiliated college for the violation of any of the provisions of this Act or the rule made thereunder or of any directive issued under section 12, by the Managing Committee, Manager or any other authority charged with the administration thereof.

Power to stop, reduce or suspend grant-in-aid or to make payment therefrom to employees in certain cases.

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(2) In the case of non-compliance of an order of a competent authority, or of any directive, issued under this Act, it shall be lawful for the Government to pay, out of the grant-in-aid payable to the affiliated college such sum of money as is found to be due to any employee from such affiliated college or the Managing Committee.

[(3) Before taking any action under this section, the Government shall give a reasonable opportunity to such Managing Committee, Manager or authority concerned to show cause against the action proposed to be taken.]

15. If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by order, do anything not inconsistent with such provisions which appears to it to be necessary or expedient for the purpose of removing the difficulty.

Power to remove difficulties.

16. (1) The Government may, by notification, make rules for carrying out the purposes of this Act.

Power to make rules.

(2) In particular, and without prejudice to the generality of the foregoing provision, such rules may provide for all or any of the following matters, namely:—

- (a) the form and manner in which appeal may be preferred to the Director ;
- (b) form and mode of service of any notice issued under the provisions of this Act; and
- (c) any other matter which has to be or may be prescribed.

(3) Every rule made under this section shall be laid as soon as may be after it is made before the House of the State Legislature while it is in session for a total period of ten days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in

1. Omitted by Haryana Act 9 of 1982.
2. Inserted by *ibid*.



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which it is so laid or the successive sessions aforesaid, the House agrees in making any modification in the rules or the House agrees that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

- 
- **Revised Minimum Qualification for Assistant/Associate Professor**

<https://www.igncollege.ac.in/wp-content/uploads/2023/04/Revised-Minimum-Qualification-11.11.2022.pdf>

- **Revised Guideline for API Score**

<https://www.igncollege.ac.in/wp-content/uploads/2023/04/revised-guideline-for-API-Score-5-12-22.pdf>

- **Revised Guidelines for CAS**

<https://www.igncollege.ac.in/wp-content/uploads/2023/04/Revised-Guidelines-for-CAS-5.12.22.pdf>



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**Indira Gandhi National College, Ladwa(Dhanora)**

## Code of Conduct

**For Governing Body, Principal, Teachers, Non-Teaching Staff and Students**

To shoulder the responsibility of inculcating desirable value system among its students, teaching faculty, non-teaching staff and college administration, Indira Gandhi National College, Ladwa, adheres to some well defined norms of conduct. These norms of conduct are to be abided by all its stakeholders. The foundation of an ethical life is based upon the constant inculcation of certain values viz. self-discipline, cooperation and mutual harmony. The stakeholders should understand their respective sphere of activities and be well versed in the niceties of their desired conduct in the institution. Their chief concern is to keep the dignity of the institution intact by avoiding their indulgence in any activity which may blur the fair reputation of the institution.

### **Role of College Administration:**

- The college administration acts as a prominent link among all stakeholders of the institute hence, it should work with great sincerity and farsightedness.
  - It should work with transparency and impartiality in maintaining the quality standards in the institution.
  - It should stand against any deviation from rules and regulations and ensure discipline in all activities but with a humane touch.
  - It should ensure providing an amicable and constructive environment in the institution for the staff members.
  - It should take active interest in maintaining and improving the infrastructural facilities.
  - It should function as a bridge between the institution and the higher authorities so as to implement the administrative policies with negligible friction with the college staff.
  - The administration should hold joint meetings before upholding any major decision regarding the College.
  - The Advisory Council of the college should call its meeting quarterly in an academic year.
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The finer aspects of the respective code of conduct of different stakeholders are given below:

## **Governing Body**

### **Composition of Governing Body:**

College shall have a Governing Body consisting of not more than 21 members and not less than 11 members, as under:

- (i) President, Vice-President, Treasurer and General Secretary to be elected by the members of the parent Society running the College.
- (ii) The Principal of the College shall be ex-officio Member-Secretary of the Governing Body.
- (iii) One nominee of the University.
- (iv) One nominee of the State Government.
- (v) Two teacher representatives (whole time approved teachers)
- (vi) One non-teaching staff representative.
- (vii) Remaining members (up to a maximum of 11) to be nominated by the President.

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development. The Governing Body acts to approve the mission and strategic vision of the institution and long-term academic plans for its development. It is the responsibility of the Governing Body to ensure that the intended objectives should meet the interests of all stakeholders, including students, local communities, Government and others. The governing body is expected to examine institutional performance and quality assurance initiatives which should be, wherever possible, measured against other institutions. Governing body ensures compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid down by the State government and affiliating university.

## **Principal**

- Principal of the college has authority to execute his powers over all the staff members, teaching and non-teaching, and the students for maintaining discipline in the institution.
  - The Principal shall appoint a Proctorial Committee to enquire into cases of indiscipline, misbehaviour or any other matters related to students.
  - Principal shall constitute a Students' Grievance Redressal Committee and Internal Complaints Committee to deal with grievances of the college students.
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- Principal must ensure equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the sphere of the College.
- Principal shall create and maintain an unbiased gender-free atmosphere within the periphery of the College.
- Principal should promote academic activities in the College in all possible avenues conducive to the exploration of new opportunities for further academic pursuits.
- Principal should encourage the practice of organizing extra-curricular activities for students contributing to their holistic development.
- Principal should promote and maintain a harmonious relationship with the college governing body and its members.
- Principal should put best efforts to bring in adequate infrastructural and financial support for the betterment of the institution.
- The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

## Teaching Staff:

As a teacher is constantly being observed by his/her students and the society at large, therefore, every teacher must inculcate the qualities in himself/herself that he/she wants to be inculcated in the students. A teacher must ensure that there is no disparity between what he/she preaches and what he/she teaches. He/she should be true to his/her own self and support the students by all fair means. A teacher should possess the following good traits:

- Teachers should respect the diversity of viewpoints of students. They should encourage those students who can express their diverse and subjective point of views. A teacher should be open to constructive criticism.
  - Teachers should be well prepared for the classes and take active interest in providing the students best of teaching inputs.
  - Teachers should also coordinate the studies with other co-curricular/extra-curricular activities for the holistic development of students.
  - Teachers should make ICT an integral part of their teaching and should use ICT tools to enhance their teaching skills.
  - Teachers should maintain complete transparency in internal assessment and inform students timely about their deficiencies so that they can improve themselves before exams.
  - Teachers should not be prejudiced and biased on the basis of caste, creed, religion, gender or socio-economic status of students.
  - The prime objective of teachers should be to develop the intellectual traits of students, to make them inquisitive and intellectually explorative.
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- Teachers should inculcate moral values among the students by engaging them in community oriented activities which is a part of their social responsibility.
- Teachers should organize Programmes to inculcate values among students about national integration, constitutional values; gender equality, dignity of labour, healthy life habits and such other issues should be planned under various cells.
- Teacher should be in regular interaction with the guardians of the students which is necessary for the betterment in behavior of students and the progress of the Institution.
- Teacher should not involve themselves in giving private tuitions resulting in negative impact upon the quality of college teaching.
- Staff should make use of the facilities provided only for the institutional purposes, and not for personal benefits.
- All the staff members should carry their identity cards along with them.
- Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- Teachers must maintain cordial relationship with the principal and management in exercise of their duty.
- Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their word.

## **Non-Teaching Staff**

Code of Conduct for Non-Teaching Staff is as follows:

- All ancillary support for college functioning is to be provided by non-teaching staff.
  - The non-teaching staff should establish amiable coordination with teaching staff and students while performing their duties.
  - The prime objective of the non-teaching staff in an academic institution is to facilitate and support the teaching faculty for the upliftment of the institution.
  - The proper upkeep of the official records and making it readily available to respective employees, whenever required, is the responsibility of the non-teaching staff.
  - The non-teaching staff should not divulge any confidential information about college to any outsider.
  - The non-teaching staff should be very punctual and particular towards extending their duties as their prior presence is required for the commencement and smooth functioning of various college activities.
  - The non-teaching staff should be well acquainted with the policies of the college and should ensure their adherence to them.
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## Students

The students are expected to adhere to the following code of conduct:

- Students must read the guidelines and instructions on the college Notice Boards regularly to keep their knowledge up to date about the various programmes and activities of the institution.
  - At the time of admission, every candidate is required to give an undertaking of not indulging in any act of ragging, duly endorsed by his parents/guardian. Ragging is completely prohibited in any form and any such act is punishable.
  - Students should pay adequate respect to teachers and other college functionaries.
  - All students should come to the college in dignified and proper dress.
  - Students should not make any abusive or derogatory remarks against teachers, officers, employees and other students of the College, thereby creating nuisance in the College Campus. Such acts are strictly punishable.
  - Smoking and use of drugs in the college campus is strictly prohibited and shall be considered a punishable offence.
  - Students should work for upholding the interests and reputation of the college.
  - Students must wear their identity cards during their stay in the college.
  - Students found rambling through the college corridors after five minutes of commencement of classes, thereby disturbing the congenial atmosphere of teaching shall be liable to bear the punishment imposed by college authorities.
  - Students found engaged in the act of shouting, scuffling, roaring, calling names and thumping against the doors of classrooms with a deliberate intention of disturbing the classroom teaching shall be liable to bear the punishment imposed by college authorities.
  - Students found engaged in deliberate acts of violence, intimidating fellow students, damaging property of institution, instigating students for violent revolts, inviting outsiders in the college premises and indulging in rude behavior with teachers on duty shall be liable to bear the punishment imposed by college authorities.
  - Students must attend mentor-mentees meetings and consult their problems with their mentors regularly to resolve their problems.
  - The students must attain 75% attendance out of the total teaching days in one semester to appear in the examination; otherwise they would not be allowed to appear in the examination. The decision of the Principal shall be final.
  - The books issued from the library must be returned within stipulated time. Tearing of any page from the books issued, defacing them and not returning them within the stipulated time may lead to monetary punishment.
  - Students are not allowed to use of mobile phones in the classrooms and in college library.
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- The regular absence of students for seven working days continuously without seeking prior permission from the Principal, may lead to striking off their name from the college.
- Students should not indulge in any sort of copying or any other malpractice to improve their results, such activity is punishable as per the rules of affiliating university.
- Students should not harm the aesthetic beauty of the college campus.

**The Rules & Regulations will be governed by the directions as per UGC/DGHE/KUK.**

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The monthly/annual honorarium received by each of its officers and employees, including the system of compensation as provided in its regulation:

Principal	3000	Monthly
Bursar	500	Monthly
AISHE Nodal Officer	3500	Annual
NSS Programme Officer	500	Monthly
NCC In-Charge	2000	Monthly
NCC Clerk	500	Monthly
NSS Clerk	2500	Annual
Steno Typist	100	Monthly
Sweeper	525	Monthly

- **Haryana Government 7<sup>th</sup> UGC Pay Scales**

<https://www.igncollege.ac.in/wp-content/uploads/2023/04/Haryana-Government-7th-UGC-Pay-Scales-Based-Revised-Guidelines-2022.pdf>

- **Revision**

<https://www.igncollege.ac.in/wp-content/uploads/2023/04/Teaching-Pay-revision-7th-CPC.pdf>

- **Non-Teaching Pay Scales**

<https://www.igncollege.ac.in/wp-content/uploads/2023/04/Non-Teaching-Pay-Scale-16-August-2017.pdf>

- **TA/DA Rules**

<https://www.igncollege.ac.in/wp-content/uploads/2023/04/TA-DA-Rules.pdf>

- **Stifund and Scholarship and freeship for the students**

<https://www.igncollege.ac.in/self-study-report/criterion-5/5-1-1/>

- **Budge Allocation**



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## Information Officer

Principal, Indira Gandhi National College, Ladwa (Dhanora), Distt. Kurukshetra

## First Appellate Officer

President, Governing Body, Indira Gandhi National College, Ladwa (Dhanora), Distt. Kurukshetra.

## RTI POLICY DOCUMENT

Public Information Officer (PIO)	Assistant Public Information Officer	First Appellate Authority
Principal Ph. No. 01744 -260334 email: <a href="mailto:igncollege@gmail.com">igncollege@gmail.com</a>	Dr Rupesh Gaur Ph. No. 9466694800 email: <a href="mailto:gaurrupesh@gmail.com">gaurrupesh@gmail.com</a>	Sh. Pawan Garg President, Governing Body Indira Gandhi National College. Ph. No. 9812000761 <a href="mailto:pawangarg51@gmail.com">email: pawangarg51@gmail.com</a>
PIO is responsible to give information to a person who seeks information under the RTI Act.	APIO is an officer to whom RTI application/appeal can be given. He sends the application/appeal to the PIO or the appellate authority.	First appeal under the act may be filed to the first appellate authority.

The Right to Information is implicitly guaranteed by the Constitution of India. Right to Information Act, 2005 provides for setting a practical regime of right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority.

Public Authority means any authority or body or institution of self-government established or constituted (a) by or under the Constitution (b) by any other law made by Parliament (c) by any other law made by the State Legislature (d) by notification issued or order made by the



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appropriate Government. It includes anybody owned, controlled or substantially financed or financed directly or indirectly by funds provided by the appropriate Government.

As per the Act, every citizen has the right to any information (except the information which is explicitly prohibited) under this Act which is held by or under the control of public authority.

Every public authority is required to designate Public Information Officers in all the administrative units or offices under it. Every public authority is also required to designate Assistant Public Information Officers at each sub-divisional level.

Indira Gandhi National College is one of the renowned institutions in the field of higher education. The college is affiliated to Kurukshetra University, Kurukshetra and recognized by University Grants Commission (UGC) under section 2(f) & 12(B) under Act, 1956. The college started functioning in July 1975. Our college is also covered under RTI Act, 2005.

As per the guidelines of the RTI Act, 2005 (Central Act 22 of 2005), the following rules have been made to provide information under the Act :

## **I. Short title and commencement**

- (1) These rules may be called the Haryana Right to Information Rules, 2005.
- (2) They shall come into force on the date on their publication in the Official Gazette.

## **II. Definitions**

- (1) In these rules, unless the context otherwise requires,
  - (a) “Act” means the Right to Information Act, 2005 (Central Act 22 of 2005).
  - (b) “Commission” means the Haryana Information Commission.
  - (c) “Form” means a form, appended to these rules.
  - (d) “Section” means the section of the Act.
- (2) The words and expressions used in these rules, but not defined, shall have the same meanings as assigned to them in the Act.



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### III. Procedure to file RTI

1. A person, who desires to obtain any information admissible under the Act, shall make an application to the Public Information Officer/Assistant Public Information Officer along with a fee as specified in rule 5 of these rules.
2. On the receipt of an application, made under sub-rule (1), the Public Information Officer/Assistant Public Information Officer shall give a receipt in token thereof to the applicant.
3. There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant. Even in cases where the information is sought electronically, the application should contain name and postal address of the applicant. The information seeker is not required to give reasons for seeking information.
4. An applicant is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs. 10/- (Rupees ten), payable to the PIO of the college as fee prescribed for seeking information.
5. The payment of fee can also be made by way of cash to the Accounts Office of the college against proper receipt.
6. The applicant may also be required to pay further fee towards the cost of providing the information. Rates of fee as prescribed in the Rules are given below:
  - a. Rupees two (Rs. 2/-) for each page ( in A-4 or A-3 size paper) created or copied;
  - b. In case of a larger size paper, actual charge or cost price of a copy.
  - c. Actual cost or price for samples or models;
  - d. For information provided in diskette/ floppy, Rs. 50/- (rupees Fifty) per diskette/floppy.
  - e. If information sought is of such a nature, which is contained in a printed document of which a price has been fixed; then that information shall be provided after charging the price fixed for that printed document. However, if only an extract or page of such a printed document is asked for then a fee of Rs.2 per page shall be charged.
  - f. For inspection of records, there is no fee for the first hour. But for subsequent hours (or fraction thereof), a fee of rupees five (Rs. 5/-) shall be charged.



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- g. If the applicant belongs to below poverty line (BPL) category, he/she is not required to pay any fee. A proof in support of his/her claim has to be attached otherwise, application shall not be valid under the Act.

#### **IV. Appeal**

The law mandates that information be provided within 30 days. If this does not happen, an appeal can be filed. The first appeal should be addressed to "The Appellate Authority" with the name of the college and the address. The appellate authority is mandated to revert in 45 days from the date of receipt of the appeal. If the Appellate authority refuses/fails to reply, further appeal can be made to the Information Commissioner of the State.