



**Shree Guru Gobind Singh Ji Government College
Paonta Sahib, District Sirmaur, Himachal Pradesh**

**INFORMATION HANDBOOK
UNDER
RIGHT TO INFORMATION ACT 2005**

*Proactive Disclosures under Section 4 (1) (b) of
Right to Information Act, 2005*

Last updated on 30th April 2022

Contents

INTRODUCTION	1
Manual 1: Section 4(1)(b)(i)	2
PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES.....	2
<i>Vision Statement:.....</i>	<i>2</i>
<i>Mission of the Institution:</i>	<i>2</i>
<i>Objectives:</i>	<i>2</i>
<i>About our College:</i>	<i>3</i>
<i>Services being provided by the College:</i>	<i>3</i>
<i>Expectation of the College from the public for enhancing its effectiveness and efficiency: ...</i>	<i>6</i>
<i>Redressal of Grievances:</i>	<i>6</i>
<i>Mechanism of Grievance Redressal</i>	<i>6</i>
<i>Address of the College:</i>	<i>7</i>
<i>Working hours of the College:.....</i>	<i>7</i>
Manual 2: Section 4(1)(b)(ii).....	8
POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES	8
<i>Powers and Duties of the Principal:</i>	<i>8</i>
<i>Powers and Duties of the Teaching Faculty:</i>	<i>8</i>
<i>Powers and Duties of the Lab Staff:.....</i>	<i>8</i>
<i>Powers and Duties of the Librarian:.....</i>	<i>8</i>
<i>Powers and Duties of the Administrative Staff:</i>	<i>9</i>
Manual 3: Section 4(1)(b)(iii).....	11
PROCEDURE FOLLOWED TO TAKE A DECISION ON VARIOUS MATTERS.....	11
Manual 4: Section 4(1)(b)(iv).....	12
NORMS SET BY THE COLLEGE FOR THE DISCHARGE OF ITS FUNCTIONS	12
Manual 5: Section 4(1)(b)(v).....	13
RULES, REGULATIONS, AND INSTRUCTIONS USED	13
Manual 6: Section 4(1)(b)(vi).....	14
OFFICIAL DOCUMENTS AND THEIR AVAILABILITY.....	14
Manual 7: Section 4(1)(b)(vii).....	16
MODE OF PUBLIC PARTICIPATION	16
Manual 8: Section 4(1)(b)(viii).....	19
COMMITTEES, FACULTIES, DEPARTMENTS, ETC. UNDER THE COLLEGE.....	19
Manual 9: Section 4(1)(b)(ix).....	20

DIRECTORY OF OFFICERS AND EMPLOYEES	20
Manual 10: Section 4(1)(b)(x).....	24
MONTHLY REMUNERATION RECEIVED BY EACH OF ITS EMPLOYEE.....	24
Manual 11: Section 4(1)(b)(xi).....	26
BUDGET ALLOCATION.....	26
Manual 12: Section 4(1)(b)(xii).....	33
MANNER OF EXECUTION OF SUBSIDY PROGRAMMES	33
<i>Scholarships:</i>	33
<i>State Sponsored Scholarship Schemes</i>	33
<i>Centrally Sponsored Scholarship Schemes</i>	33
<i>Individual-Sponsored Scholarships</i>	34
Manual 13: Section 4(1)(b)(xiii).....	35
PARTICULARS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY THE COLLEGE	35
<i>Concessions granted by the College:</i>	35
<i>Concessions availed by the College:</i>	35
Manual 14: Section 4(1)(b)(xiv)	36
INFORMATION AVAILABLE IN ELECTRONIC FORM.....	36
Manual 15: Section 4(1)(b)(xv).....	37
MEANS, METHODS, AND FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION	37
Manual 16 Section 4(1)(b)(xvi)	38
PUBLIC INFORMATION OFFICER.....	38
<i>Name of the Public Authority:</i>	38
<i>Assistant Public Information Officers</i>	38
<i>Public Information Officer</i>	38
Manual 17 Section 4(1)(b)(xvii)	39
OTHER INFORMATION.....	39
<i>Frequently Asked Questions (FAQs)</i>	39

INTRODUCTION

Shree Guru Gobind Singh Ji Government College, Paonta Sahib being public authority as defined in Section 2(h) and in pursuance of provisions of Section 4 (1) (b) of Right to Information Act, 2005, hereby makes available the information under the prescribed Manuals, to enable the citizens to access the information under the control of the College, so as to promote 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 body owned, controlled or substantially financed by the government.

In accordance with the provisions 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 will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Government College Paonta Sahib and related information.

This Information Handbook is divided into 17 manuals.

While compiling the information due care has been exercised. However, if any mistake has crept into due to inadvertence, it is subject to correction.

Manual 1: Section 4(1)(b)(i)

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

Vision Statement:

The institution aspires to provide affordable quality education to the diverse strata of population including the poorest and weakest sections of the area; and create an environment conducive to the achievement of the highest standards of academic excellence along with multi-faceted development of personality of the students, transforming them into socially aware and responsible citizens of the country.

Mission of the Institution:

The motto of our college fully enshrines the mission statement:

शीलवृत्तफलाहिविद्या(*shilvritphala hi vidya*)

“The Fruit of Learning is Good Character and Righteous Conduct”

The institution’s mission is to create awareness that education is a continuous quest and develop individuals who are assets to the contemporary society.

Objectives:

- To provide learning opportunities for the current and future generations in keeping with the rapidly changing world.
- To instil enthusiasm and excitement for learning in the minds of the students and enable them to apply the knowledge thus gained in real life situations.
- To promote the ethical understanding of the world and to motivate the student community and the teaching fraternity to evolve into conscious responsible and thinking individuals.
- To blend learning with social activism and creativity by providing students space to freely express and develop views through various academic and co-curricular events taking place in and around the institution.
- To train the students to adapt to the changing needs of the society and try to contribute positively to the welfare of the society at large and inculcate the value of discipline in work and conduct among the students.

- To equip the students with necessary skills to attain optimum personal fulfilment through a holistic development of personality inculcating the values of courteousness, personal dignity, simplicity and austerity.
- To educate the young minds within a framework of liberal cultural and ethical values and to promote national consciousness among the students.

About our College:

Shree Guru Gobind Singh Ji Government College Paonta Sahib, established in the year 1994, has been given the name after 10th Sikh Guru Shree Guru Gobind Singh Ji to commemorate the tercentenary of Khalsa Panth which he founded here itself during his sojourn between 1685-1689. The Gurudwara Paonta Sahib holds high religious and historical importance to Sikhs all around the world. The majestic *Yamuna* flows by the town. Paonta Sahib is also one of the important growing industrial towns in Himachal Pradesh. Dehradun, the capital city of Uttarakhand State, is only 50 km from Paonta Sahib.

The College is affiliated to Himachal Pradesh University, Shimla and registered under 2f and 12b of UGC Act. The college is running regular UG courses in Arts, Science and Commerce. The IT courses BCA and PGDCA are also running under Self-financing mode. Our college is fortunate to be amongst the only two colleges in Himachal Pradesh where skill-based courses are being offered under the UGC sponsored Community College Scheme viz. Advance Diploma in Food Processing and Advance Diploma in Pharmaceuticals. From the current academic session (2016-17), five PG courses have also been started in our college viz. M.A. English and M.Com., M.A. Hindi, M.A. Economics and M.A. Political Science. The college is providing regular education to 1960 students. Apart from this, the college also has IGNOU (Indira Gandhi National Open University) Study Centre with an additional enrolment of over 633 learners.

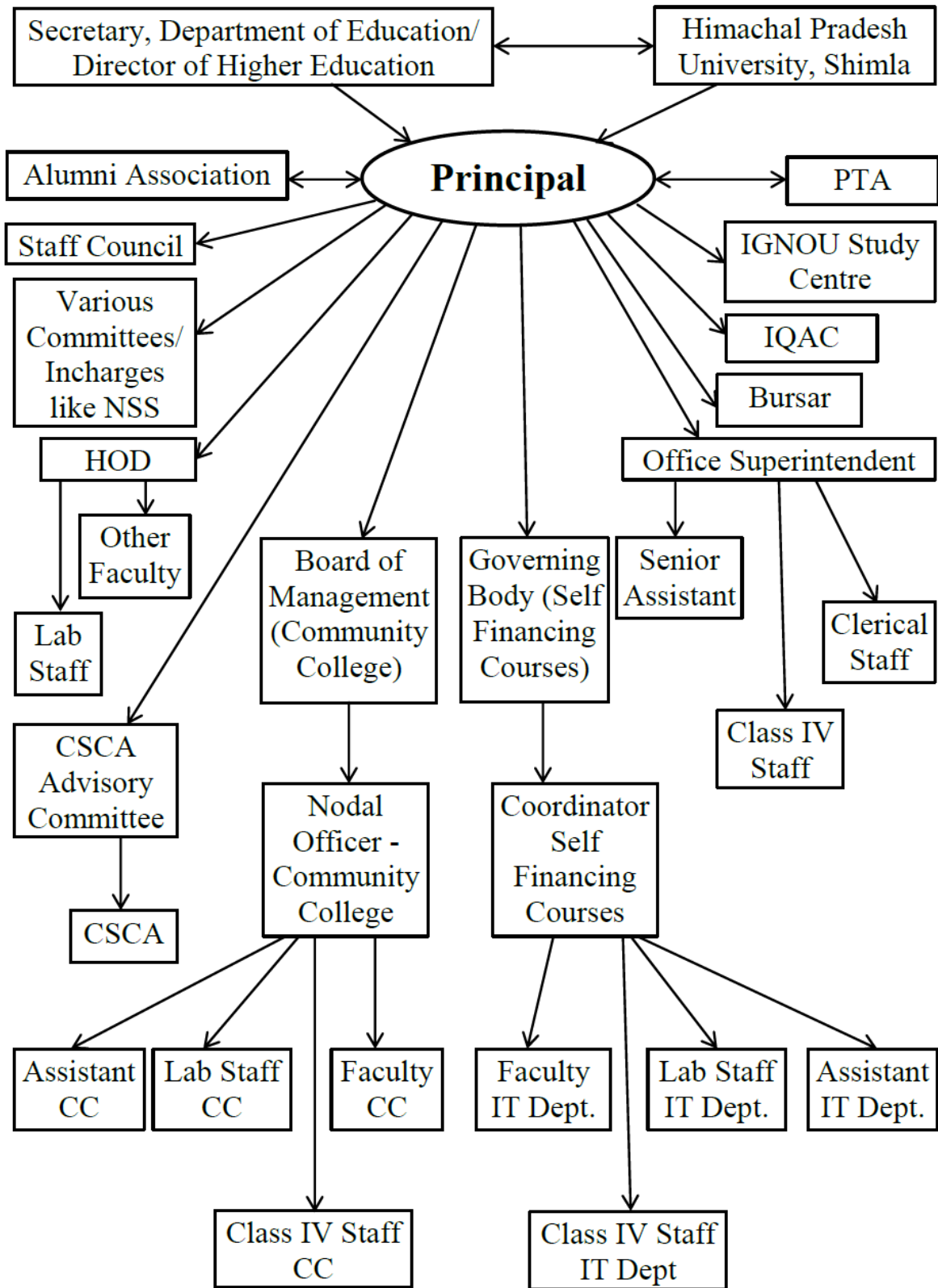
Services being provided by the College:

The College does not provide service as interpreted for the purpose of service tax. However, it facilitates the following:

- The college offers facilities for pursuing under-graduate courses in arts, science, and commerce viz. B.A., B.Sc. and B.Com.
- The college offers facilities for pursuing post-graduate courses viz. M.A. English and M.Com., M.A. Hindi, M.A. Economics and M.A. Political Science.
- The college provides B.C.A. and P.G.D.C.A. under Self-Financing mode.

- The college provides Advance Diploma in Pharmaceuticals under Community College Scheme of UGC.
- The National Service Scheme and other societies are a part of the College's ongoing endeavour to contribute to society.
- Mentoring and counseling – Keeping in view the changing scenario, mentoring and counseling is provided wherever needed by the faculty to the students of the College.
- Rovers and Rangers.
- NCC.

Figure 1: Hierarchical Organisational Structure and Decision-Making Process



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

The College expects objective and considered support from citizens of the country as well as persons directly associated with the affairs of the College. The public support is also expected to maintain decorum, law and order in and around the College.

Redressal of Grievances:

The College follows the philosophy of an integrated relationship with its staff members, students and other stakeholders, yet, conflicts in organisations are bound to happen. As a part of its organisational culture, every member of the college community is welcomed by the Principal to communicate his/her feelings directly before him. This promotes self-initiative redressal mechanism for amicable redressal of grievance at the first stage itself i.e., at employees' level. Nevertheless, the College has also established grievance forums for formal redressal of grievances of staff members.

The students' grievances are communicated through class representatives that are settled at the first place in the classroom by the teacher. Students are free to communicate their complaint to the teacher- mentor who then conveys it to the concerned body/committee/ Principal.

The CSCA (College Students Central Association) normally raises the collective students' issues before the Principal or CSCA Advisory Committee. The students can also drop their complaint in students' complaint & feedback box.

Besides this, the College has a few statutory grievance redressal forums, viz. RUSA Grievances Redressal Committee, Anti-ragging Committee, Women Grievances Committee, Disciplinary Action Taken Committee, Grievances Redressal Committee to Prevent Caste Discrimination, etc. These forums not only deal in respective grievance areas but also work to promote harmony and to minimize the occurrence of grievance in related areas.

All grievances are analysed simultaneously and an attempt is made to ensure effective redressal of the grievances to avoid the occurrence of similar grievances in future.

Mechanism of Grievance Redressal

- As soon as a complaint worthy of hearing is received by the Principal, the same is handed over to the Convenor of the concerned Committee with a time-bound schedule for disposal of the case.
- The Convenor then convenes a meeting to discuss the complaint.
- The committee summons both the complainant and the accused, if they so wish, and after the examinations and recording the statements of both the parties, and evaluation of the whole

situation, arrives at an appropriate conclusion, and makes recommendations to the Principal for necessary action.

- Keeping in view the recommendation of the committee and his judicious discretion, the principal takes the final decision and further informs the complainant. The action taken may also be displayed on the notice board to act as a deterrent in certain matters.

Address of the College:

The Principal, Shree Guru Gobind Singh Ji Government College, Paonta Sahib, District Sirmour, Himachal Pradesh, PIN 173025

Working hours of the College:

Office hours: 10.00 a.m. to 5.00 p.m. (Monday to Saturday)

Classes for regular students are held in the College six days a week. The College observes holidays as per Government of Himachal Pradesh Calendar. The vacations are observed as follows:

Summer Vacation: 20th May to 10th June 2021-22 (20 Days)

Diwali Break: 4 Days

Winter Vacation: 1st January to 10th February 2021-22 (41 Days)

Total vacations for 65 days

Manual 2: Section 4(1)(b)(ii)

POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES

The Principal is the academic and administrative head of the College. He is responsible for appropriate administration, organization, instruction and management of affairs of the College.

Powers and Duties of the Principal:

1. Administrative:

- a. The Principal has to run and administer the College within the powers conferred by the Government.
- b. To sanction leave of all types to all teaching and non-teaching staff except study leave.
- c. The Principal writes the Annual Confidential Reports of the staff.
- d. The Principal is responsible for the organisation of teaching and co-curricular activities of the College.

2. Financial:

- a. The Principal realises and receives all grants or other money due to the College from the State Government and the University Grants Commission, and other persons, bodies and authorities.
- b. The Principal operates the College funds.
- c. Sanctions the remission of fee/fine within the financial limits laid down under the rules.

Powers and Duties of the Teaching Faculty:

The main duty of the teaching staff is to teach the subject for which they have been appointed by the government. They also perform examination and evaluation duties. In addition various committees are constituted and the members have to complete the assigned tasks/duties. Some members of the staff have additional specific duties which are specified in the college prospectus.

Powers and Duties of the Lab Staff:

Maintenance of Lab stock, assistance to Assistant/Associate Professor during Practical.

Powers and Duties of the Librarian:

Look after library matters, controlling the library system, keeping the record of all books, magazines etc. and distribution of books.

Powers and Duties of the Administrative Staff:

Sr. No.	Name	Designation	Powers and Duties
1	Mr. Naresh Kumar	Superintendent	<ol style="list-style-type: none">1. Co-ordinating and supervising the working of the ministerial staff in the College.2. Settlement of Inspection Reports and paras.3. All establishment matters including maintenance of Service Books, Service Record, Leave Account, Pension Cases, Fixation of Pay, Revision of Scale.4. Assistant Public Information Officer (APIO) under the RTI Act.5. Assembly Questions.6. Building Works.7. Audit of AG HP8. Checking of Government Receipt and Payments (Cash Book)9. Any other work which the Principal may assign.
2	Mr. Jasmer	Senior Assistant	<ol style="list-style-type: none">1. All types of Accounts work.2. Preparation of pay, arrears and all kinds of other bills including medical, LTC and advance bills.3. Drawal and disbursement of bills/claims.4. Maintenance of Cash Book and subsidiary registers.5. Maintenance of College funds registers and vouchers.6. Local Audit.

			7. Any other work as assigned by the Superintendent/ Principal.
3	Mr. Najakat Ali	Clerk	<ol style="list-style-type: none"> 1. Diary work 2. Work related to Admission and Examination 3. All University matters 4. Stock and Store Maintenance. 5. Scholarships 6. All kinds of secretarial assistance for Self-Financing Courses 7. Any other work which the Principal may assign.
4	Mr. Javed Ali	J.O.A./Clerk	<ol style="list-style-type: none"> 1. Collection of Fees. 2. Despatch work 3. Absentee statement and realisation of absence fine. 4. Work related to Admission and Examination 5. Maintenance of PTA Accounts and Registers. 6. All kinds of secretarial assistance for Community College 7. Online Entries of HPU Internal Assessment/ Practical Awards 8. Any other work which the Principal may assign.

Manual 3: Section 4(1)(b)(iii)

PROCEDURE FOLLOWED TO TAKE A DECISION ON VARIOUS MATTERS

- The management and decision-making process of the college is highly democratic and decentralized in letter and spirit. Decisions are made by mutual participative interactions.
- Decisions in various matters are taken by the appropriate authorities of the College as per the procedures laid down under various rules and regulations of the Government of Himachal Pradesh. On routine matters involving day-to-day administration of the College, the decisions are taken at the level of the Principal and he may also consult any member of the staff as he deems necessary. On important matters the Principal takes the opinion of the relevant committees and even the entire staff council.
- The Department of Higher Education/ Directorate of Higher Education is the policy making body.
- The Principal of the college serves as the official link between the Director, Higher Education and the institution.
- The IQAC of the college comprising of faculty members, educationists, professionals and philanthropists help shape the academic policy keeping in view the National policies in Higher education, existing priorities and local needs.
- The feedback obtained from the staff council, students, alumni and their employers, industries, faculty and NAAC Peer team constitute the major inputs for the perspective planning.
- The proposed plans are discussed by the respective committees in charge of their implementation, fine-tuned and then implemented. The resources involved and the possible roadblocks are thoroughly looked into before finalizing any plan.
- The Principal and the IQAC monitor the efficient implementation of these policies.
- Appropriate financial allocations on priority basis are made for various schemes.

Manual 4: Section 4(1)(b)(iv)

NORMS SET BY THE COLLEGE FOR THE DISCHARGE OF ITS FUNCTIONS

Wherever applicable, the College follows the Norms and Standards for various activities, as laid down by the concerned competent nodal authority, the Government of Himachal Pradesh, and the University Grants Commission, etc. In other cases, norms as laid down by the College administration itself are followed, wherever applicable. Lectures are held regularly and as per the academic calendar decided by the Government. The general code for discharge of its daily functions is to accomplish work on day to day basis, keeping in view the requirement and urgency of each case.

S. N.	Activity	Level of Action	Time Frame/ Norm
1	To receive application/letter/ communication and put a diary number	Clerk	Same day
2	To submit the application/ letter/ communication to the Superintendent	Clerk	Same day
3	To submit the application/ letter/ communication to the Principal	Superintendent	Same day
4	To mark application/letter/ communication to the concerned officer	Principal	Same day
5	To prepare report and submit to superior officer (Superintendent)	Senior Assistant	2-3 days
6	To prepare report and submit the files to the Principal for consideration and approval	Superintendent	1-2 Days
7	To sign the file/papers and return to the concerned department/ official	Principal	Same day
8	Preparation of cheques for payment of bills received from various departments after the preparation of vouchers and necessary approval from competent authority, the bursar and the Principal	Senior Assistant	1-2 Days
9	To deliver/dispatch: Through registered or speed or simple post or through entry in the peon book	Clerk	Same day

Manual 5: Section 4(1)(b)(v)

RULES, REGULATIONS, AND INSTRUCTIONS USED

The College is governed by the following rules, regulations and instructions:

- ❖ CCS Conduct Rules
- ❖ CCS Pension Rules
- ❖ CCS Leave Rules, 1972
- ❖ Medical Attendance Rules (CSMA, 1944)
- ❖ HP Financial Rules
- ❖ HP Government Office Procedures' Manual
- ❖ Ordinances/Decisions of H.P. University regarding syllabus, examinations and training etc.
- ❖ UGC guidelines and instructions
- ❖ Building Fund Rules
- ❖ 'Grant-in-Aid to PTA' Policy of the Government of H.P.
- ❖ Pension/GPF/CPF/LTC/TA/DA//FR/SR Rules, etc.
- ❖ New Pension Scheme (NPS)
- ❖ The Minimum Wages Act, 1948
- ❖ Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003.
- ❖ UGC Regulations on Curbing The Menace Of Ragging In Higher Educational Institutions, 2009.
- ❖ Right to Information Act, 2005.
- ❖ The Sexual Harassment of Women at workplace(Prevention,Prohibition and Redressal) act 2013

Manual 6: Section 4(1)(b)(vi)

OFFICIAL DOCUMENTS AND THEIR AVAILABILITY

The following documents are available:

Sr. No.	Name of the document and its introduction	Procedure to obtain the document/ Copy	Held by/ under control of
1	Right to Information Handbook	May be purchased on payment of the prescribed price or may be inspected in the College library	Mr. Najakat Ali for purchase; Sh. KuldeepNegi Librarian for inspection
2	Admission brochures/ Prospectus	On payment of prescribed price	Mr. Najakat Ali, Clerk
3	Annual Report of the College	May be purchased on payment of the prescribed price or may be inspected in the College library	Mr. Najakat Ali, Clerkfor purchase; Sh. KuldeepNegi, Librarian for inspection
4	College Magazine “Bhanuja”	May be purchased on payment of the prescribed price or may be inspected in the College library	Sh. KuldeepNegi, Librarian for viewing/ inspection
5	Documents Relating to Parent-Teachers Association (PTA)	Subject to provisions ofRTI Act	Mr. Naresh Kumar Secretary, PTA
6	Administrative Records: Service Books, Leave Accounts, Attendance Registers, Diary and Dispatch register, Peon Book, General Stock Register, etc.	Subject to provisions ofRTI Act	Sh. NareshKumar, Superintendent, Office of the Principal
7	Financial Documents including cash books, ledgers, account registers, passbooks, etc.	Subject to provisions ofRTI Act	Mrs. Jasmer Singh Senior Assistant
8	Laboratories: Records of material consumable/non consumable	Subject to provisions ofRTI Act	H.O.D. of respective lab.
9	Library Books Register	Subject to provisions ofRTI Act	Sh. KuldeepNegi, Librarian

10	Records and Registers of National Service Scheme including Enrolment Register, Project Register, Stock Register, Record of Attendance, Work Diary of NSS Volunteer and Financial Records	Subject to provisions of RTI Act	Smt.ReenaChauhan,Sh. Jaichand,Programme Officers, NSS
11	Staff Council Minutes Register	Subject to provisions of RTI Act	Dr.Dipali S Bhandari, Staff Secretary; Dr. Jai Chand Assistant Staff Secretary Dr.Pooja Bhati(C.T.O.)
12	Ncc	Subject to provisions of RTI Act	Dr.PushpaYadav,Kalyaan
13	R& R	Subject to provisions of RTI Act	Rana

Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures will remain confidential and not available in the public domain.

Manual 7: Section 4(1)(b)(vii)

MODE OF PUBLIC PARTICIPATION

- **Building Fund Committee:** The public representatives, the Chairman of MC, PTA President, CSCA President, donors, and XEN-PWD are members of the committee constituted for two years. The meetings are chaired by the Principal. The functions are:
 1. To sanction the quantum of expenditure on minor projects/renovation/infrastructure.
 2. To decide the executive agency to undertake the projects sanctioned.
 3. To audit the building fund.
 4. The meeting of the committee is held at least once in six months and may be held as and when required.
 5. The meetings are not open to the general public. However, with the specific permission of the Principal a person may attend the meetings.
- **PTA:** To encourage community participation in education Parent Teachers Association (PTA) under section 2.33 to 2.33.7 of the HP Education Code, 2001, has been established. It is a non-political body for better coordination and interaction between parents and teachers for improvement of academic standards and infrastructural facilities of the college. The Parent Teachers Association consists of the parents/blood relatives of all the students enrolled for the academic session, and the teachers. The General House meets atleast once in a year and elects PTA executive body for one academic session (June to May). The PTA fee is collected alongwith other fee/funds at the time of admission.
- **Alumni Association:** The GCP Alumni Association has been recently constituted and registered under the Himachal Pradesh Societies Registration Act, 2006 at SDM Paonta Sahib vide Registration No. 36/2016 Dated 05/11/2016. The Annual General Meeting of the Alumni Association is required to be held atleast once in a year. The Governing Body of the Alumni Association is elected by the General House and the normal term of the elected Governing Body is for a period of three years.

Composition of the PTA Executive (2021-22 Academic Session)

Sh. Rajesh Sharma	President	9459025070
Sh. Mohan Lal	Vice President	9805310948
Sh. Rajender Sharma	chief Adviser	9816936195
Sh. Inderjeet Singh	Joint Secretary	9816717775
Smt. Chinu Bansal	Member	8219818779
Sh. Kalyan Singh	Member	9805448928
Smt. Jaimanti	Member	8219946211
Sh. Naresh Kumar Batra	Secretary	9418455023
Miss Manisha	Treasurer	9015184946

• **Composition of the Governing Body of GCP Alumni Association**

- Chief Patron (Principal – Ex-Officio): Dr. Veena Rathore
- President: Mr. Rishabh Sharma
- Vice-President: Sh Santosh Kumar Gupta
- General Secretary: Dr.Jahid Ali Malik
- Joint Secretary: Dr.Pooja Bhati
- Treasurer: Mr. Sunil Bhardwaj
- Advisor: Mr. Dinesh Pundir
- Internal Auditor: Mr. Sanjay Kumar

• **Board of Management of Community College under UGC Scheme:**

In accordance with UGC guidelines for Community College, all the important powers in respect of the Community College are endowed in the Board of Management.

Composition of the Board of Management of Community College

S. N.	Name	Designation in parent organization	Address
1	Dr. Veena Rathore	Chairman cum Principal	Government College Paonta Sahib
2	Dr. Pushpa Yadav	Nodal Officer (CC) &Asstt. Professor	Government College Paonta Sahib

3	Dr. Sunil Kumar	Assistant Professor in Chemistry	Government College Paonta Sahib
4	Sh. Kamlesh Sharma	Assistant Professor in Geography	Government College Paonta Sahib
5	Najakat Ali	Clerk	Government College Paonta Sahib

- **GCP Higher Education Institute Society:** The Self-Financing Courses are managed by the GCP Higher Education Institute Society (HEIS) registered under the Himachal Pradesh Societies Registration Act, 2006. All the important powers in respect of the Self-Financing Courses are bestowed by the Memorandum and the byelaws of the GCP Higher Education Institute Society on the duly constituted Governing Body. The Governing Body as per the Himachal Pradesh Societies Registration Act, 2006 is mandated to have atleast one meeting every three months.

Composition of the Governing Body of GCP Higher Education Institute Society

- Chairperson – Principal: Dr. Veena Rathore
- Coordinator: Dr. Vivek Negi
- Eminent Educationist (External Expert): Ms. Devindra Gupta
- PTA President: Sh. Rajesh Sharma
- President GCP Alumni Association:
- President CSCA:

Manual 8: Section 4(1)(b)(viii)

COMMITTEES, FACULTIES, DEPARTMENTS, ETC. UNDER THE COLLEGE

A number of committees are formed from time to time. The meetings of the committees are not open to the general public. However, the Principal may in certain circumstances grant a specific permission to a person to attend the meeting. The minutes of the meetings are prepared for most of the committees. A copy of the minutes may be obtained by following the procedure specified in the RTI Act. The list of committees is provided in the College Prospectus and the composition of the committees is subject to change/modification as per requirement by notification by the Principal from time to time.

Manual 9: Section 4(1)(b)(ix)

DIRECTORY OF OFFICERS AND EMPLOYEES

The office phone no. of the College is: 01704223357.

The address of the office: Shree Guru Gobind Singh Ji Government College

Paonta Sahib, District Sirmour

Himachal Pradesh, PIN 173025

Directory of officers and employees:

S.N.	First Name	Last Name	E-mail ID	Designation	Dept.	Address	Phone No
1	Dr. Veena Rathore	Rathore	veena.rathore29@gmail.com	Principal	Botany	Principal Residence Paonta Nahan	701160 9329
2	Dr. Dipali	Bhandari	dipalisbhandari@gmail.com	Assistant Professor	English	Vill-Kuhat PO Sandhole Teh Sarkaghat Distt Mandi	941855 1980
3	Prof. Kalyan	Singh	klrnana87@gmail.com REENA CHAUHAN	Assistant Professor	Economics	Vill-Koht PO Bali koti, The. Shillai Distt. Sirmour HP 173027	980544 8928
4	Prof. Reena	Chauhan	Chauhanreena31.rc@gmail.com	Assistant Professor	English	Nav Bihar Colony Paonta Sahib	821941 7494
5	Prof. Nandini	Kanwar	Nandini.kanwar23@gamil.com	Associate Professor	Sociology	Gyarti Colony bharewala Paonta Sahib	981654 0695
6	Prof. Mandeep	Gandhi	gandhimandeep Singh70@gmail.com	Associate Professor	Physics	Friends Colony Near Shubh Khera Paonta Sahib	701860 1550
7	Prof. Chinu	Bansal	chinu1377@gmail.com	Assistant Professor	Physics	Near Geeta Bhanwan, Paonta Sahib	981748 7100
8	Prof. Bharti		bartiphyedu@gmail.com	Assistant Professor	Phy. Edu	Shubh Khera Paonta sahib	981655 9087
10	Prof. Navdeep	Kaur	kaurnavdeepshah@gmail.com	Assistant Professor	Economics	Shah villa near Delhi Gate Nahan	941817 4748
11	Dr. Vivek	Negi	prof.viveknegi@gmail.com	Associate Professor	English	Chauhan ka bag Nahan	941807 8931
12	Prof. Rinku	Aggarwal	rinkuaggarwal2007@gmail.com	Assistant Professor	Commerce	Nav Vihar Colony, Paonta Sahib	898810 1450

13	Dr. Pankaj	Yadav	yadavpankaj@gmail.com	Assistant Professor	Commerce	Friends Colony Near Shubh Khara Paonta Sahib	9418316479
14	Prof.Nalin	Ramaul	nalinramaul76@gmail.com	Associate Professor	Economics	Vill Khaina , BharogBaneri, Paonta Sahib	9816858644
15	Prof.Sushil	Tomar	Sktoamar1792@gmail.com	Assistant Professor	Pol.Science	Vill Torun,PODandaAnj SMR	9459878402
16	Prof.Tanu	Chandel	Tanu.chandel.paonta@gmail.com	Assistant Professor	Mathematics	Devinagar,Paonta Sahib	9418506453
17	Prof.Vandana	Kansal	vandana.kansal@rediff.com	Assistant Professor	Mathematics	Cinema Gali, Devi Nagar, Paonta Sahib	9418229081
18	Prof.Usha	Joshi	ujoshi2006@yahoo.com	Assistant Professor	Sanskrit	VillJeori, PO Tattapani, KarsogMandi	9418659486
19	Prof.Jahid Ali	Malik	jahidmalik@gmail.com	Assistant Professor	Botany	VillAmarkot, P ONihalgarh, Paonta Sahib	9418169098
20	Prof.Dhanmanti	Kandasi	dhanwanti4botany@gmail.com	Assistant Professor	Botany	Block No 08,Lodhi Colony New Delhi	9817392745
21	Prof.Ritu	Pant	rpoo1199@yahoo.in	Associate Professor	Zoology	HN 236-1 Kacha Tank,Nahan	9418460271
22	Prof.Seema	Tyagi	Sunil_vasant9540@yahoo.co.in	Assistant Professor	Zoology	202/5 DurgaCalony, Paonta Sahib SMR	9736323383
23	Prof.Amita	Joshi	anonyjy@gmail.com	Assistant Professor	Chemistry	2/46 Avantika,Shamshapur, Paonta Sahib	9418132571
24	Dr. Pooja	Bhati	pooja_bhati87@yahoo.com	Assistant Professor	Chemistry	Badripur Paonta Sahib	9459733579
25	Dr.Vinita	Pal	Dr.vinitapal12@gmail.com	Assistant Professor	English	H.N.828/4 Shimla Road Nahan	7018603438
26	Dr. Kiran Bala	Sharma	coll@kiran03037617043	Assistant Professor	Music(instruments)	294/9 SaraswatiSadan ,KumharGali,Nahan	9816294268
27	Prof.Ravinder	Singh	profravi8@gmail.com	Assistant Professor	Music (V)	VillDahar,POSa ngarh SMR	9857460120
28	Prof.Renu	Sharma	Sharmarenu12@gmail.com	Assistant Professor	Public admin.	Bank Colony, Shamshepur, Paonta Sahib	9418767997

29	Dr. Neha	Mishra	Drnehamishra321@gmail.com	Assistant Professor	Hindi	11/78 Vrindawan Yojana Near SPGI Lucknow U.P. 226025	9560824211
30	Dr. Jai	Chand	Drjaichandsharma@gmail.com	Assistant Professor	Hindi	S/O Dharam Singh Vill. Khuinal PO. & The. Kamrau,	7018137884
31	Inder Bhagat	Negi	indernegi@gmail.com	Assistant Professor	Computer application	Village murang Rekongpio Kinnour	9878872206
32	Prof. Rekha		Rekhasharma110033@gmail.com	Assistant Professor	Hindi	Nav Vihar Colony Paonta Sahib	7832010825
33	Prof. Sunil	Sharma	Sunilap87@gmail.com	Assistant Professor	Pol.Science	P.O. Bhakras Teh. Shillai	9816716979
34	Sh. Kuldeep Singh	Negi	negiks65@gmail.com	Assistant Professor	Librarian	VillDhungdhar PO TakoliThal via RikhanikhalDistt- Pauri	9418008078
35	Mrs. Bahar	Saini	baharsaini@gmail.com	I.T. Teacher	IT	H.No. 39, Ward No. 10, Devinagar, Paonta Sahib, Dist. Sirmaur, H.P.	9625111417
36	Mrs. Aprana	Gupta	aparna02@rediffmail.com	I.T. Teacher	IT	Devinagar, Paonta Sahib, Dist. Sirmaur, H.P.	7834003770
37	Sh. Naresh	Batra	naresh5023@yahoo.co.in	Superintendent	Office	10/6 Paonta Sahib SMR	9418455023
38	Sh. Najakat	Ali	najakat_a@yahoo.co.in	Assistant	Office	Vill-Nawada, POShipur, The Paonta Sahib	9318979882
39	Sh. Gulab Singh	Manta	Singhgulab432@gmail.com	SLA	Lab	VPO Manjoli, Kupvi, Shimla	9805417637
40	Mr. Mahesh	Kumar	1980.maheshdeva@gmail.com	LA	IT	VPO Amboya, Paonta Sahib	9857264587
41	Mr. Anil	Kumar	anil.kohli024@gmail.com	LA	CC	VillKedarpur, Badri Nagar Paonta Sahib	9736313094

42	Sh. Nup	Singh	--	Peon	Office	Vill. Ganesh ka Bag,Nahan	980521 1207
43	Sh. Deepak	Kumar	--	Peon	IT LAB	Devi Nagar Paonta Sahib	985761 1776

Manual 10: Section 4(1)(b)(x)

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS EMPLOYEE

The pay scales of various teaching and non-teaching staff are as prescribed by the Government of Himachal Pradesh.

Monthly remuneration received by each employee (as on April 2022):

S. N.	NAME	Designation	Nature of Appointment	Gross Salary (Rs.)
1	Dr. Veena Rathore	Principal	Regular Government	2,16,400
2	Dr. Ritu Pant	Asso. Prof.	Regular Government	1,86,244
3	Dr. Nalin Ramaul	Asso. Prof.	Regular Government	1,65,524
4	Dr.Mohan Singh	Asso. Prof.	Regular Government	1,86,244
5	Prof.Vimmi Rani	Asso. Prof.	Regular Government	1,80,840
6	Dr. Vivek Negi	Asst. Prof.	Regular Government	1,42,816
7	Dr.Pushpa Yadav	Asst. Prof.	Regular Government	63451
8	Dr. Jahid Ali Malik	Asst. Prof.	Regular Government	70,941
9	Smt. Vandana Kansal	Asst. Prof	Regular Government	70,941
10	Dr. Vinita Pal	Asst. Prof.	Regular Government	73,068
11	Prof. Reena Chauhan	Asst. Prof.	Regular Government	73,068
12	Smt. Tanu Chandel	Asst. Prof.	Regular Government	61,180
13	Dr. Kiran Bala	Asst. Prof.	Regular Government	73,068
14	Sh. Ravinder Singh	Asst. Prof.	Regular Government	70,941
15	Sh. Mandeep Gandhi	Asst.Prof.	Regular Government	138672
16	Dr.Usha Joshi	Asst. Prof.	Regular Government	70,941
17	Dr. Pooja Bhati	Asst. Prof.	Regular Government	61,180
18	Smt. Chinu Bansal	Asst. Prof.	Regular Government	61,180
19	Smt. SeemaTyagi	Asst. Prof.	Regular Government	61,180
20	Sh. KuldeepNegi	Asst. Prof.	Regular Government	1,43,901
21	Smt. Veena Devi	Asst.Prof	Regular Government	62501
22	Smt. DhanmantiKandasi	Asst. Prof.	Regular Government	107581
23	Dr.Dipali Sharma	Asst. Prof.	Regular Government	108208
24	Prof.Navdeep Kaur	Asst. Prof.	Regular Government	63051
25	Sh. Sushil Tomar	Asst. Prof.	Regular Government	63051
26	Sh. Ravikant	Asst. Prof.	Regular Government	70941
27	Sh. Pankaj Yadav	Asst. Prof.	Regular Government	61180
28	Prof. Bharti	Asst. Prof.	Regular Government	61180
29	Smt. Nandini Kanwar	Asst. Prof.	Regular Government	63051
30	Prof. Rekha	Asst. Prof.	Regular Government	61180
31	Prof. Kamlesh	Asst. Prof.	Regular Government	63051
32	Mr. Rinku Aggarwal	Asst. Prof.	Regular Government	63051
33	Sh. Naresh Kumar	Superintendent	Regular Government	97871
34	Shri. Jasmer Singh	Senior Assistant	Regular Government	68718
35	Sh. Gulab singh Manta	SLA	Regular Government	61,268
36	Sh. Najakat Ali	Clerk	Regular Government	40724
37	Sh. Javed Ali	JOA	Regular Governmen	22458

38	Sh. Gulab Singh	JLA	Regular Government	47589
39	Smt. Jogindro Devi	Peon	Regular Government	29641
40	Sh. Hemchand	Peon	Regular Governmen	25275
41	Mr. Ram Lal	Peon	Regular Governmen	25661
42	Sh. Shadiram	Peon	Regular Governmen	34276
43	Sh. Nup Singh	Peon	Regular Government	55672
44	Preeti Devi	Peon	Regular Government	28019
45	Smt. Jaimanti	Peon	Regular Governmen	27233
46	Ms. Bahar Saini	Lect. in IT	Temporary (Self-Financing)	18500
47	Ms. Aparna	Lect. In IT	Temporary (Self-Financing)	18500
48	Mr. Mahesh Deva	L.A. in IT	Temporary (Self-Financing)	8500
49	Mr. Deepak	Peon	Temporary (Self-Financing)	8000
50	Mr. Sunil Kumar	Sweeper	Temporary (PTA)	10,000

Manual 11: Section 4(1)(b)(xi)

BUDGET ALLOCATION

The details of budgetary allocation are provided in the Annual Report and the SSR which are available on the college website.

* State Government Funds

Income and Expenditure Statement of State Government Funds

Financial Year	Income	Expenditure
2016-17	34212168	31522793
2017-18	38080714	37532857
2018-19	42296250	41315036
2019-20	45062544	44898835
2020-21	45298933	44426268
2021-22	61413250	57627579

The Expenditure statement (State Government Funds)

Financial Year	Salary	Wages	Office Expenditure	Travelling Expenditure	Medical Reimbursement	Medical Reimbursement Retired staff
2016-17	30912154	73000	99723	19688	85862	114350
2017-18	36252662	24780	425000	11622	129308	476418
2018-19	40743568	0	287941	6259	85266	192002
2019-20	44176583	0	199562	23777	114902	384011
2020-21	43328392	0	199147	1205	62001	835523
2021-22	46214332	0	2426187	6512	13316	479195

* PTA Funds

Income and Expenditure Statement of PTA Funds

Financial Year	Income	Expenditure	Closing Balance
2016-17	1492631	789083	703548
2017-18	1931226	890898	1040328
2018-19	2280455	831199	1449257
2019-20	1967381	1048407	918974
2020-21	2067005	802822	1264183
2021-22	2631210	933593	1697617

The Expenditure statement of PTA Funds

Financial Year	Salary	Wages	Travelling Expenditure	Developmental Works	Miscellaneous
2016-17	281308			467710	40065
2017-18	333131			406216	151551
2018-19	347710			428483	55006
2019-20	518185		720	504778	25444
2020-21	536370			254400	12052
2021-22	487213			443200	3180

BCA

Financial Year	Income	Expenditure	Closing Balance
2016-17	2182230	1290164	892066
2017-18	2956554	2248697	707857
2018-19	1541655	924879	616776
2019-20	2132707	1196621	936086
2020-21	1337584	688501	649083
2021-22	2457755	1059018	1398737

BCA

Financial Year	Salary	Office Expenditure	Misc
2016-17	740189		549975
2017-18	699702		1548995
2018-19	718139		206740
2019-20	701134	2985	492502
2020-21	596680		91821
2021-22	795598		263420

*** UGC Funds****Income and Expenditure Statement of UGC Funds**

Financial Year	Income	Expenditure	Closing Balance
2016-17	8736	3000	220837
2017-18	170984	382908.30	8912.34
2018-19	1628	6002.66	4537.38
2019-20	152	0	4689.13
2020-21	121	20.25	4869.13
2021-22	123	0	4992.13

*** Community College Scheme of UGC**

Income and Expenditure Statement of Community College (2014-15)

S. N.	Head	1 Grants Approved	2 Grants Released	3 Actual Expenditure	4 Balance (2-3)
1	Equipments	25,00,000	12,50,000	9,93,999	2,56,001
	Total (A)	25,00,000	12,50,000	9,93,999	2,56,001
2	Honorarium to existing/visiting/private faculty	14,00,000	7,00,000	42,000	6,58,000
3	Honorarium to Principal/ coordinator	70,000	35,000	52,500	(-)17,500
4	Hiring Charges for Lab. Attendant	2,40,000	1,20,000	9,852	1,10,148
5	Faculty Training	1,00,000	50,000	0	50,000
6	Consumables	2,50,000	1,25,000	84,179	40,821
7	Curriculum Development	2,00,000	1,00,000	95,742	4,258
8	Travel/Industrial Visit	2,00,000	1,00,000	1,135	98,865
9	Seminars	1,00,000	50,000	0	50,000
10	Admission/Examination/Assessment	2,00,000	1,00,000	11,025	88,975
11	Scholarship to students	10,00,000	5,00,000	0	5,00,000
12	Office expanses/ contingencies	3,00,000	1,50,000	35,918	1,14,082
	Total (B)	40,60,000	20,30,000	3,32,351	16,97,649
	Total (A+B)	65,60,000	32,80,000	13,26,350	19,53,650

Note: (F.1-426/2014 (CC) Dated: 21-May-2014 & Sectioned on Dated: 24-Sept-2014)

*** Funds under Self-Financing Courses (IT)**

Income and Expenditure Statement of Funds under Self-Financing Courses (IT)

Financial Year	Income	Expenditure	Closing Balance
2012-13	3,52,258	5,46,576	12,95,885
2013-14	12,54,026	6,24,222	19,25,689
2014-15	43,98,614	36,01,606	26,69,344
2015-16	19,53,644	11,94,448	33,23,079

The administrative income and expenditure statement of Funds under Self-Financing Courses (IT)

Financial Year	Salary	Office Expenditure	Miscellaneous
2012-13	4,87,732	35,001	12,03,073
2013-14	4,98,169	53,498	7,02,359
2014-15	5,82,574	1,22,784	9,02,306
2015-16	6,86,960	1,40,029	10,47,522

Income and Expenditure Statement of Community College (2015-16)

S. N.	Head	1 Previous Balance	2 Grants Released	3 Actual Expenditure	4 Balance (1-3)	5 Balance after Re- appropriation
1	Equipment	2,56,001	Nil	27,648	2,28,353	2,28,353
	Total (A)	2,56,001	Nil	27,648	2,28,353	2,28,353
2	Honorarium to existing/visiting/private faculty	6,58,000	Nil	3,79,796	2,78,204	1,52,704
3	Honorarium to Principal/coordinator	(-)17,500	Nil	1,08,000	(-)1,25,500	Nil
4	Hiring Charges for Lab. Attendant	1,10,148	Nil	61,993	48,155	48,155
5	Faculty Training	50,000	Nil	0	50,000	50,000
6	Consumables	40,821	Nil	9,633	31,188	31188
7	Curriculum Development	4,258	Nil	0	4,258	4,258
8	Travel/Industrial Visit	98,865	Nil	25,467	73,398	73,398
9	Seminars	50,000	Nil	0	50,000	50000
10	Admission/Examination/Assessment	88,975	Nil	1,16,938	(-)27,963	Nil
11	Scholarship to students	5,00,000	Nil	60,000	4,40,000	4,12,037
12	Office expanses/ contingencies	1,14,082	Nil	1,02,094.5	11,987.5	11,987.5
	Total (B)	16,97,649	Nil	8,63,921.5	8,33,727.5	8,33,727.5
	Total (A+B)	<u>19,53,650</u>	Nil	<u>8,91,569.5</u>	<u>10,62,080.5</u>	<u>10,62,080.5</u>

INCOME FROM OTHERS SOURCES: (Bank Interest+ Income from sale of Prospectus+ Admission fee+ fine)

Sr. No.	Source of Income	Number	Amount (Rs.)
1	Admission Fee (July 2015)	51 (@ Rs. 3000/- per semester Course fee + 300/- per Annum)	1,68,300/-
2	Admission Fee (February 2016)	38 (@ Rs. 3000/- per semester	1,14,000/-
3	Sale of prospectus	64 (@ Rs. 200/-)	12,800/-
4	Fine		1100/-
5	Roll on Admission form	38 (@ Rs. 10/-)	380/-
6	Readmission fee	3 (@ Rs. 100)	300/-
7	Re-examination fee	6 (@ 100 per paper)	600
8	Bank Interest		42856/-
	Total(C)		3,40,336/-
	Previous balance(D)		1,18,633/-
	Total(C+D)		4,58,969/-
	Expenditure(Details Attached as Appendix X)		20,402/-
	Net Balance		4,38,567/-
(Rs. Four Lacs Thirty Eight Thousand Five Hundred Sixty Seven only)			

Note: F.1-426/2014 (CC) Dated: 21-May-2014 & Sectioned on Dated: 24-Sept-2014.

* **College Funds (AF etc.)**

Income and Expenditure Statement of College Funds : 2016-17

Sr. No.	Name of the fund	Income	Expenditure	Closing Balalce	FDR	Total Closing Balance
1	A/F	1267283	1718502	-451219	988779	537560
2	Fine Fund	95684	80057	15627	285391	301018
3	OMF	226404	127400	99004	555589	654593
4	Uni. Fund	1811567	610560	1201007	304425	1505432
5	Book Replacement	67256	470086	-402830	438121	35291
6	Furniture Repair	19433	37479	-18046	104618	86572
7	Build. Fund	642541	682823	-40282	0	-40282
8	Library Security	976692	735788	240904	725286	966190
9	Magazine Fund	106325	94350	11975	491670	503645
10	House Exam	152260	69703	82557	0	82557
11	Health Fund	15952	84514	-68562	177195	108633
12	Science Fund	399816	344577	55239	546542	601781
13	Campus Dev. Fund	30068	39872	-9804	79807	70003
14	Rover & Ranger	132554	86167	46387	0	46387
15	Book Bank	23283	0	23283	0	23283
16	Library forfeited Sec.	631705	338311	293394	0	293394

Income and Expenditure Statement of College Funds : 2017-18

Sr. No.	Name of the fund	Income	Expenditure	Closing Balalce	FDR	Total Closing Balance
1	A/F	2261366	919278	1342088	1065049	2407137
2	Fine Fund	282971	239946	43025	307405	350430
3	OMF	255980	353755	-97775	598445	500670
4	Uni. Fund	1845740	2785036	-939296	327907	-611389
5	Book Replacement	306846	55460	251386	471916	723302
6	Furniture Repair	72214	4613	67601	112688	180289
7	Build. Fund	693751	845453	-151702	0	-151702
8	Library Security	112436	5670	106766	0	106766
9	Magazine Fund	313840	108285	205555	529595	735150
10	House Exam	167150	73476	93674	0	93674
11	Health Fund	117842	39300	78542	190863	269405
12	Science Fund	609242	620793	-11551	588700	577149
13	Campus Dev. Fund	83011	65090	17921	85963	103884
14	Rover & Ranger	148103	155327	-7224	0	-7224
15	Book Bank	1440	0	1440	0	1440
16	Library forfeited Sec.	28944	79972	-51028	0	-51028

Income and Expenditure Statement of College Funds : 2018-19

Sr. No.	Name of the fund	Income	Expenditure	Closing Balalce	FDR	Total Closing Balance
1	A/F	1318204	825997	492207	940461	1432668
2	Fine Fund	116241	7165	109076	179171	288247
3	OMF	319617	249246	70371	640818	711189
4	Uni. Fund	2297841	1209221	1088620	351125	1439745
5	Book Replacement	64315	6025	58290	255330	313620
6	Furniture Repair	24721	0	24721	70667	95388
7	Build. Fund	548839	224777	324062	211287	535349
8	Library Security	113589	2000	111589	0	111589
9	Magazine Fund	122185	90238	31947	367094	399041
10	House Exam	146057	92739	53318	0	53318
11	Health Fund	16781	46947	-30166	104377	74211
12	Science Fund	405299	112234	293065	430383	723448
13	Campus Dev. Fund	33642	45952	-12310	42050	29740
14	Rover & Ranger	170937	24086	146851	0	146851
15	Book Bank	1846	0	1846	0	1846
16	Library forfeited Sec.	14440	17512	-3072	0	-3072

Income and Expenditure Statement of College Funds : 2019-20

Sr. No.	Name of the fund	Income	Expenditure	Closing Balalce	FDR	Total Closing Balance
1	A/F	1585509	1204943	380566	1003097	1383663
2	Fine Fund	72187	25394	46793	191104	237897
3	OMF	326229	211330	114899	683498	798397
4	Uni. Fund	2669188	891132	1778056	374510	2152566
5	Book Replacement	89572	0	89572	272335	361907
6	Furniture Repair	32813	0	32813	75374	108187
7	Build. Fund	497867	662926	-165059	140341	-24718
8	Library Security	156943	0	156943	0	156943
9	Magazine Fund	153862	127500	26362	391543	417905
10	House Exam	144182	154809	-10627	0	-10627
11	Health Fund	21092	5432	15660	111329	126989
12	Science Fund	398734	224384	174350	459047	633397
13	Campus Dev. Fund	39127	16430	22697	44851	67548
14	Rover & Ranger	204853	45021	159832	0	159832
15	Book Bank	2042	0	2042	0	2042
16	Library forfeited Sec.	12645	12536	109	0	109

Income and Expenditure Statement of College Funds : 2020-21

Sr. No.	Name of the fund	Income	Expenditure	Closing Balalce	FDR	Total Closing Balance
1	A/F	1296066	399254	896812	1073594	1970406
2	Fine Fund	13688	1250	12438	204535	216973
3	OMF	235499	2435	233064	731534	964598
4	Uni. Fund	576874	0	576874	400830	977704
5	Book Replacement	67138	0	67138	291475	358613
6	Furniture Repair	25187	0	25187	80671	105858
7	Build. Fund	411575	307960	103615	157867	261482
8	Library Security	91596	0	91596	0	91596
9	Magazine Fund	117798	0	117798	419061	536859
10	House Exam	98993	3500	95493	0	95493
11	Health Fund	15793	0	15793	119153	134946
12	Science Fund	306909	14284	292625	491309	783934
13	Campus Dev. Fund	30054	14970	15084	48003	63087
14	Rover & Ranger	152237	2704	149533	0	149533
15	Book Bank	1373	0	1373	0	1373
16	Library forfeited Sec.	6601	3440	3161	0	3161

Income and Expenditure Statement of College Funds: 2021-22

Sr. No.	Name of the fund	Income	Expenditure	Closing Balalce	FDR	Total Closing Balance
1	A/F	1755383	1747413	7970	1146224	1154194
2	Fine Fund	23229	0	23229	218372	241601
3	OMF	294383	182653	111730	781023	892753
4	Uni. Fund	563599	1925661	-1362062	427947	-934115
5	Book Replacement	82161	50	82111	311194	393305
6	Furniture Repair	32053	20	32033	86129	118162
7	Build. Fund	714731	577892	136839	0	136839
8	Library Security	136644	399500	-262856	0	-262856
9	Magazine Fund	156263	100	156163	447411	603574
10	House Exam	349711	26590	323121	0	323121
11	Health Fund	19545	14838	4707	127214	131921
12	Science Fund	748421	72290	676131	524547	1200678
13	Campus Dev. Fund	32157	2026	30131	51250	81381
14	Rover & Ranger	218924	75863	143061	0	143061
15	Book Bank	47548	2937	44611	0	44611
16	Library forfeited Sec.	403658	440060	-36402	0	-36402

Manual 12: Section 4(1)(b)(xii)

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Scholarships:

- A number of scholarships are available for the eligible and deserving students.
- Information regarding dates, eligibility conditions and procedure for applying for these scholarships are notified on the college notice board from time to time.
- The students may apply online for these scholarships.
- The financial assistance/ scholarships were either paid through account payee cheque or credited directly in the account of individuals concerned.

State Sponsored Scholarship Schemes

- IRDP Scholarship Scheme: The students who belong to IRDP families may apply for this scholarship with required documents. A sum of Rs. 1200/- per annum is provided as financial assistance.
- Financial Assistance to the children of the Armed Forces Personnel killed/disabled during the different War/Operations: Children of Armed Forces Personnel killed / disabled in the different wars /operations are eligible for this assistance. Application proformas are available with District Sainik Welfare Board. A sum of Rs. 1,200/- per annum is provided as financial assistance.
- Indira Gandhi Utkrisht Chhatravritti Yojna for Post Plus Two Students: The Indira Gandhi *Utkrisht Chhatravritti Yojna* for meritorious students for Post Plus two Courses shall be awarded to 150 students @ Rs. 10,000/- P.A. per student purely on the basis of the merit and without any income ceiling. The Scholarship will also be awarded to ten toppers each from the merit list of 10+2 arts, Science and Commerce, supplied by the H.P. Board of School Education Dharamshala, provided they join any academic/professional stream. The scholarship will be renewed every year to the same number of students till they complete degree/course.

Centrally Sponsored Scholarship Schemes

- Post Matriculation Scholarships for SC/ST students: For students belonging to SC/ST category whose parents annual income does not exceed Rs. 2,50,000/-.
- Post-Matric Scholarship Scheme to OBC students: The students who belong to OBC category are entitled for this scholarship if the annual income of their parents is up to Rs. 1,00,000/-.

- Maharishi BalmikiChattarvritiYojna:The scholarship under this scheme is @ Rs.9000/- per year given to the BonafideHimachali girl students belonging to Balmiki Families, engaged in unclean occupation. The concerned students must apply on prescribed proforma through their Head of the School/College/Institution along with Balmiki certificate.
- Merit-cum-Means Scholarship Scheme for Students Belonging to the Minority Community:The annual income of the parents/ guardians of the beneficiaries should not exceed Rs. 2.5 Lakhs from all sources and the student should not have secured less than 55% marks or equivalent grade in the previous final examinations.
- Post-Merit Scholarship Scheme for Students belonging to Minority Community:The annual income of the parents/ guardians of the beneficiaries should not exceed Rs. 2 Lakhs from all sources and the student should not have secured less than 50% marks or equivalent grade in the previous final examinations. The students must have passed the examination from government/ government-aided institutions.
- Post Matric Scholarship for Students with Disabilities:This scheme is available to students with disabilities who are covered under the Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995. Scholarship under the Scheme will be awarded by the Ministry of Social Justice & Empowerment, Department of Disability Affairs, Government of India. Scholarship will be paid to the students whose parents/ guardians' income from all sources does not exceed Rs. 2,50,000/- (Rupees two lakh fifty thousand only) per annum.
- Scholarship for Children of Mine Workers:This scheme is sponsored by the Ministry of Labour and Employment, Government of India. Either of the parents of the students should be a 'beedi' worker or a mine worker in Iron Ore/Manganese Ore/Chrome Ore Mines, Limestone/Dolomite or Mica Mines or a cine worker for six months at least. This would also include Contract Labourers. Total income of both the parents of the students from all sources should not exceed Rs.10,000/- p.m. including all allowances. The scholarship under this scheme is @ Rs. 3000/- per year.

Individual-Sponsored Scholarships

- Chaudhary Sher Jung Memorial Scholarship: This scholarship of Rs. 2000/- per student (one girl & one boy student) from each faculty of Arts, Commerce and Science is given to meritorious students coming from economically weaker families to encourage them.

Manual 13: Section 4(1)(b)(xiii)

PARTICULARS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY THE COLLEGE

Concessions granted by the College:

Various concessions that are available to various categories of students in admission to various courses are given in the Bulletin of Information. These include:

- i. Relaxation of age for SC, ST and women candidates for admission.
- ii. Lower qualifying marks are provided for SC/ST students for admission.
- iii. Exemption from tuition fee for the BonafideHimachali girl students.
- iv. Half Fee Concession: One of the two of more real brothers studying in the College is eligible for 50% exemption in tuition fee. The brother studying in the lower class is entitled for this concession. This concession is also available in case of sisters who are not BonafideHimachali and as such are not entitled to exemption of tuition fee.

Concessions availed by the College:

The College avails concessions on value added tax/ sales tax, excise and customs duties on the procurement of the equipment, chemicals etc. for academic projects and laboratories.

Manual 14: Section 4(1)(b)(xiv)

INFORMATION AVAILABLE IN ELECTRONIC FORM

The College has its own website.

<https://gcp.ac.in/>

A lot of information about the college is available on the website. This includes NAAC-Self Study Report, Annual Report, RTI Manuals, Disaster Management Plan and the College Prospectus. Various notices are also uploaded on the website. Website links to some other important websites are also made available on the website.

Similarly, some information related to the College is available on the websites of the Himachal Pradesh University to which this College is affiliated and the Directorate of Education.

Manual 15: Section 4(1)(b)(xv)

MEANS, METHODS, AND FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

The information is available through the college website, notice boards, relevant brochures, and magazine. Some of the publications (Prospectus) are priced and can be obtained by paying the stipulated amount. Un-priced information for the general public is disseminated occasionally through press releases, advertisements etc. Information may also be obtained through the office of the Principal (Tel. No. 01704223357) apart from seeking information under RTI through established channels i.e. by sending a request to the APIO/PIO of the College as per procedure under RTI Act, 2005.

Sr. No.	Facility Available	Nature of Information Available
1.	Information counter	All information regarding admission and College
2.	Library	All information regarding library
3.	Notice board	All information regarding time table students activities, staff, students etc

Manual 16 Section 4(1)(b)(xvi)

PUBLIC INFORMATION OFFICER

Name of the Public Authority:

Shree Guru Gobind Singh Ji Government College Paonta Sahib, District Sirmaur, Himachal Pradesh - 173025

Assistant Public Information Officers

Name and Designation of the Officer appointed as APIO	Phone No.		Postal Address
	Office	Home/ Mobile	
Mr. Naresh Kumar, Superintendent	01704-223357	9418455023	SGGSJ Government College, Paonta Sahib, District Sirmour, H.P. 173025

Public Information Officer

Name and Designation of the Officer appointed as PIO	Phone No.		Postal Address
	Office	Home/ Mobile	
Dr. Veena Rathore Principal	01704-223357	9418463730	SGGSJ Government College, Paonta Sahib, District Sirmour, H.P. 173025

First Appellate Authority within the Department:

Name and Designation of the Officer appointed as First Appellate Authority	Phone No.		Postal Address
	Office	Home/ Mobile	
Dr. Promod Addl. Director of Hr. Edu (Colleges)	2650797	9418002021	Directorate of Education, Government of Himachal Pradesh, Shimla, H.P.

Manual 17 Section 4(1)(b)(xvii)

OTHER INFORMATION

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects and pertaining to different years are 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.

Frequently Asked Questions (FAQs)

Q.1 Which courses are available in the College?

Ans.1 The College runs nine courses at present, viz.

1. B.A.
2. B.Sc.
3. B.Com.
4. B.C.A.
5. P.G.D.C.A.
6. Advance Diploma in Food Processing
7. Advance Diploma in Pharmaceuticals
8. M.A. English
9. M.Com.
10. M.A. Hindi
11. M.A. Pol.Science

Q.2 How to get admission in the College?

Ans. 2 The detailed procedure regarding admission is available in the College Prospectus.

Q.3 What is the Fee Structure?

- Ans.3 The fee structure is as prescribed by the Government of Himachal Pradesh and is published in the Prospectus.
- Q.4 Whether hostels facility is available in the College?
- Ans.4 No, till date the hostel facility is not available.
- Q.5 How to get detailed syllabus of the courses being run in the College?
- Ans.5 The detailed syllabus is available in the College library for reference. The syllabus can also be downloaded from the website of Himachal Pradesh University, Shimla.
- Q.6 How to get a migration certificate after passing out from the College?
- Ans.6 The migration certificate can be obtained from Himachal Pradesh University, Shimla upon submission of a form through College by payment of requisite fee.
- Q.7 Whether gap year students can take admission in the College?
- Ans.7 The cases of gap year students are considered as per rules of Himachal Pradesh University.
- Q.8 What are the eligibility conditions for admission in the College
- Ans.8 The eligibility conditions are available in the College prospectus.
- Q. 9 What is the fine for absence?
- Ans. 9 Fine for absence will be as per government instructions issued from time to time. The students absent for 5 days continuously from any class without proper sanctioning of leave by the concerned authority/ Principal, his/her name automatically will be struck off from the rolls. He/she shall not be re-admitted without payment of re-admission fee as per rates applicable.