

GOVERNMENT COLLEGE FOR GIRLS SECTOR 52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

COLLEGE E-HANDBOOK

2024-25





GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

CONTENTS

	Page No.
1. Vision and Mission of the College	2
2. College Profile	3-5
3. Academic Calendar 2024 -25	6
4. Activity Calendar 2024 -25	7-9
5. Courses/Programmes Offered	10
6. Departments with Faculty	10
7. Time-Table (BA & BCA 1 st Sem)	11
8. Time-Table (BA 3 rd and 5 th Sem)	12
9. Time-Table (B.Com 1 st , 3 rd and 5 th Sem)	13
10. Non-Teaching Staff and Student code of Conduct	14
11. Identity Cards	15
12. Anti-Ragging and Internal Complaints Committee	15
13. Student Grievance and Redressal Cell	16
14. Women Cell and Legal Literacy Cell	16
15. Subject Societies, SC BC Minority and Placement Cell	17
16. Sports/Yoga Club, Udaan and Manthan	18
17. Earn While You Learn	19
18. National Service Scheme (NSS)	19
19. Scholarships	20
20. Attendance, Internal Assessment	21
21. Mentor-Mentee	21
22. Wall of Giving, Waste Management	22
23. Student Ambassador	22
24. Role of College Registrar & College Bursar	23



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

VISION

The college is empowered and nurtured the young girls to become learned ambitious citizens of vibrant and sustainable society. Through a progressive curriculum and congenial campus environment, a youth force, who would be agents of transformation in a fast changing and volatile world, is aimed at.

MISSION

The mission of GCG Sec.-52, Gurugram is to educate, enable and empower young women for building a strong foundation of the nation. They are prepared for a world of quest, ambition and excellence.



DR. INDU RAO
PRINCIPAL



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

COLLEGE PROFILE

Establishment and Location:

Government College for Girls, Sector 52, Gurugram, was inaugurated in June 2019 by Shri Manohar Lal Khattar, the Chief Minister of Haryana. The college is strategically located 1.5 kms away from Huda City Centre, making it easily accessible. The entire campus spans 10.5 acres with lush green and beautiful lawns, infrastructural facility, which offers a vibrant environment for learning and extracurricular activities. It nurtures and creates future talent among the students of this region. It's diverse and vibrant atmosphere encourages collaborative learning, and stimulates intellectual curiosity.

Campus and Facilities:

The college campus is known for its beautiful ambiance and lush greenery, featuring an organic garden, botanical garden that adds to the serene environment. The infrastructure facilities are modern and well-maintained, offering a vibrant environment that supports a holistic approach to student development.

Smart Classrooms and Lecture Rooms:

Equipped with the latest technology to facilitate interactive and effective learning. To improve student engagement and learning outcomes. These technologically enhanced environment has turned out very productive. These classrooms are equipped with advanced tools, such as interactive, whiteboard, high-speed, internet, projectors, and audio visual aids, smart classroom facilities, dynamic and interactive teaching methods. These classrooms support, multimedia presentations, real-time collaboration and access to a wide range of digital resources, fostering a more engaging and effective educational experience.

Indoor Games and Multipurpose Hall:

The college's indoor games and multipurpose hall is a versatile space designed to support a wide range of activities and events. The facility offers students access to various indoor games such as, badminton, chess and carrom promoting physical fitness and recreational engagement. Additionally, the hall serves as a venue for cultural events, seminars, workshops, and other gathering, fostering a vibrant and dynamic campus life.



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

Computer Lab:

A computer lab in the college is a dedicated space equipped with multiple computers and relevant software, providing students with access to technology for that a cat make needs. This lab features, high-speed internet, printers, various specialized programs to support, coursework in field like computer science, soft skills etc. It offers a collaborative environment where students can work on projects and receive technical assistance.

Crèche:

A crèche is a facility that provides child care services for students, faculty and staff with young children. It offers a safe and nurturing environment where children can engage in educational and recreational activities while their parents attend classes or work. Having a crèche on campus supports parents in balancing their academic or professional responsibility with child care, promoting inclusivity and reducing stress for those with young families. **Sonia is working as a helper.**

Crèche Incharge: Mrs. Sarika Jain

Library:

The college library houses a collection of 850 books and can accommodate 200 students. It provides a well-resourced space for student learning. It provides fully air-conditioned, well-lit and comfortable environment ensuring a pleasant atmosphere for studying. Apart from the usefulness aspect, the library is statically pleasing as well. The library exudes positivity which helps students to study and prepare for the tests and exams. The library is fully updated and automated with the sole software. The students have the facility of issuing books, newspapers and magazines. Not only the reading section for students, there is a separate Gate cable for college staff as well. Students are encouraged to make use of of the library facility and helpdesk is set up to help them in their search for reading material in the library.

Library Incharge: Mrs. Sarika Jain and

Library restorer: Mr. Rajkumar

Open Gym in the College:

The Open Gym provides students with a flexible and accessible space for fitness and recreation. Equipped with modern workout machines, free weights and cardio equipments, it caters to a write your fitness levels and interest. The gyms are healthy lifestyle, encourages



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

physical activity, and offers a social environment where students can destress and stay active outside of academic commitments.

Canteen Facility:

The Canteen is a vibrant hub where students gather to eat, socialize, and relax between classes. Offering a variety of affordable and nutritious meals, snacks, and beverages, it caters to diverse taste and dietary preferences. The canteen provides a comfort setting for students to unwind, fostering a sense of community and friendly atmosphere within the campus.

Canteen Incharge: Sh. Sunder Singh

Dispensary:

Health care facilities for students and staff are felt to be the basic need. The College provides healthcare facilities to the students whenever required. The college has a dispensary which is fully air conditioned with attached washroom. It has a medical bed to examine the students (staff) which was given by Medicity Hospital, Gurugram. FIRST AID facilities are available in the dispensary for the free of cost. Moreover, sanitary pads are available in the dispensary. It provides essential medical services to students and staff, ensuring healthcare support on campus. The dispensary is equipped to handle minor illnesses and emergencies, promoting a healthy and safe learning environment. Regular health check-ups and wellness programs are also organised to enhance overall well-being. **Sonia is working as a helper to provide pads to students.**

Incharges: Dr Sudesh Kumari and Mrs. Sarika Jain



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

ACADEMIC CALENDAR 2024 - 25

FOR UNDER GRADUATE PROGRAMMES	
EVENT	DURATION
<u>ODD SEMESTER</u>	
1 st Teaching Term	22.07.2024 to 26.10.2024
Vacations (Diwali)	27.10.2024 to 03.11.2024
2 nd Teaching Term	04.11.2024 to 22.11.2024
Examinations	23.11.2024 Onwards
Winter Vacations	21.12.2024 to 31.12.2024
<u>EVEN SEMESTER</u>	
1 st Teaching Term	01.01.2025 to 08.03.2025
Vacations (Holi)	09.03.2025 to 16.03.2025
2 nd Teaching Term	17.03.2025 to 30.04.2025
Examinations	01.05.2025 Onwards
Summer Vacations	20.05.2025 to 30.06.2025
FOR POST GRADUATE PROGRAMMES	
EVENT	DURATION
<u>ODD SEMESTER</u>	
1 st Teaching Term	01.08.2024 to 26.10.2024
Vacations (Diwali)	27.10.2024 to 03.11.2024
2 nd Teaching Term	04.11.2024 to 30.11.2024
Examinations	02.12.2024 Onwards
Winter Vacations	21.12.2024 to 31.12.2024
<u>EVEN SEMESTER</u>	
1 st Teaching Term	01.01.2025 to 08.03.2025
Vacations (Holi)	09.03.2025 to 16.03.2025
2 nd Teaching Term	17.03.2025 to 30.04.2025
Examinations	01.05.2025 Onwards
Summer Vacations	20.05.2025 to 30.06.2025



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

ACTIVITY CALENDAR – 2024-25

JULY		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
12 July 2024	Paper Bag Day	Eco Club
22 July 2024	Orientation Program for UG Students	All Faculty
28 July 2024	World Nature Conservation Day	Dept. of Geography
AUGUST		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
1 August 2024	Orientation Program for PG Students	All Faculty
7 August 2024	Teej Celebration	All faculty
9 August 2024	Quit India Movement Day	Dept. of History
12 August 2024	International Youth Day	Youth Red Cross
15 August 2024	Independence Day (India)	Dept. of Pol. Sci.
26 August 2024	Women's Equality Day	Women Cell
29 August 2024	National Sports Day	Sports club
30 August 2024	Small Industry Day	UDAAN and Dept. Of Commerce and Placement Cell
SEPTEMBER		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
5 September 2024	Teachers' Day (India)	Faculty Club
8 September 2024	International Literacy Day	Dept. of English & Hindi and Literacy Cell
13 September 2024	Talent Search Competition	Cultural Club
14 September 2024	Hindi Diwas	Dept. of Hindi
14 September 2024	Talent Search Competition	Cultural Club
14 September 2024	World First Aid Day	Youth Red Cross and Dispensary
15 September 2024	International Day of Democracy	Dept. of Pol. Sci.
23,24 September 2024	Midterm Test (Tentative)	All faculty
OCTOBER		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
2 October 2024	Gandhi Jayanti	Dept. of Pol. Sci.
5 October 2024	World Teachers' Day	All Faculty
10 October 2024	World Mental Health Day	Department of Manthan
15 October 2024	World Students Day	Dept. of History and Economics
16 October 2024	World Food Day	Dept. of Geography
31 October 2024	Rashtriya Ekta Diwas	Cultural Club
21,22 October 2024	Midterm Test(Tentative)	All faculty



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

NOVEMBER		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
1 November 2024	Haryana Day	Dept. of History
5 November 2024	World Tsunami Day	NSS
7 November 2024	World Cancer Awareness Day	Women Cell
9 November 2024	National Legal Services Day	Legal literacy Cell
11 November 2024	National Education Day	Faculty Development Centre
14 November 2024	Children's Day	Crèche
16 November 2024	Athletic Meet (Tentative)	Sports Club
19 November 2024	World Toilet Day	NSS
25 November 2024	International Day for the Elimination of Violence against Women	Women Cell
26 November 2024	Constitution Day of India	Dept. of Pol. Sci.
DECEMBER		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
1 December 2024	World AIDS Day	Women Cell
2 December 2024	National Pollution Control Day	Eco Club and Dept. of Geography
3 December 2024	World Day of the Handicapped	Divyang Cell
10 December 2024	Human Rights Day	Dept. of History and Pol. Sci.
14 December 2024	World Energy Conservation Day	Eco Club and Dept. of Geography
22 December 2024	National Mathematics Day	Dept. of Mathematics
24 December 2024	National Consumer Rights Day	Dept. of Economics and Commerce
25 December 2024	Good Governance Day (India)	Dept. of Pol. Sci
JANUARY		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
10 January 2025	World Hindi Day	Department of Hindi
12 January 2025	National Youth Day (Birth Day of Swami Vivekananda)	Library YRC
13 January 2025	Lohri	CULUTRAL CLUB
16 January 2025	National Startup Day	UDDAN/ COMMERCE DEPT.
24 January 2025	International Day of Education	CULTRAL CLUB
25 January 2025	National Voters Day	Dept. of Political Science
26 January 2025	Republic Day	DEPT. OF POLITICAL SCIENCE
January 2025	Field Visit	All faculty
30 January 2025	Mid term test(Tentative)	All faculty
FEBRUARY		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
4 February 2025	World Cancer Day	WOMENS CELL/MANTHAN
11 February 2025	International Day of Women and Girls in Science	WOMENS CELL



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

21 February 2025	International Mother Language Day	Dept. of English, Dept. of Hindi
26 February 2025	Maharshi Dayanand Saraswati Jayanti	Dept. of History
27 February 2025	World Sustainable Energy Day	Dept. of Economics and Eco Club
28 February 2025	National Science Day	Science Departments
February 2025	NSS CAMP	NSS INCHARGE
28 February 2025	Midterm test (Tentative)	All faculty
MARCH		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
3 March 2025	World Wildlife Day	Dept. of Geography
4 March 2025	National Safety Day	Youth Red Cross
8 March 2025	International Women's Day	Women Cell
09 March 2025	No Smoking Day (Second Wednesday of March)*	Anti Tobacco Committee
15 March 2025	World Consumer Rights Day	Dept. of Commerce
22 March 2025	World Water Day	Dept. of Organic and Eco Club
27 March 2025	World Theatre Day	Cultural Club
APRIL		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
7 April 2025	World Health Day	YRC/ Dispensary
13 April 2025	Jallianwala Bagh Massacre Day (1919)	Dept. of History
14 April 2025	Dr. B.R. Ambedkar Jayanti	Dean of History, Economics and Pol. Sci.
18 April 2025	World Heritage Day	Dept. of History
22 April 2025	World Earth Day	Dept. of Geography and Eco Club
23 April 2025	World Book and Copyright Day	Dept. of Library, Economics and Commerce
26 April 2025	World Intellectual Property Day	IPR Cell Dept. of Commerce
MAY		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
1 to 7 May 2025	Remedial Teaching (Tentative)	All Faculty
7 May 2025	World Athletics Day	Dept. of Sports Club
8 May 2025	World Red Cross Day	Youth Red Cross
31 May 2025	Anti-Tobacco Day	Anti-Tobacco committee
JUNE		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
5 June 2025	World Environment Day	Dept. of Geography and Eco Club
21 June 2025	International Yoga Day	Yoga Club



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

COURSES/PROGRAMMES OFFERED

UG Programmes

1. Bachelor in Arts (B.A.): Six semesters
2. Bachelor of Arts with major in Economics (B.A.): Eight Semesters
3. Bachelor in Commerce (B.Com): Six Semesters
4. Bachelor in Computer Application (BCA): Six Semesters
5. Bachelor in Physical Sciences B.Sc. Non Medical: Six Semesters

PG Programme

1. Master in Commerce (M.Com): Four Semesters

DEPARTMENTS WITH FACULTY

DEPARTMENTS	FACULTY
DEPARTMENT OF HINDI	1. Dr. Ashok Kumar
DEPARTMENT OF ENGLISH	2. Dr. Monika Choudhary 3. Dr. Niraj Rana
DEPARTMENT OF HISTORY	4. Ms. Sakshi Tiwari
DEPARTMENT OF POLITICAL SCIENCE	5. Mr. Jitendra Singh Yadav
DEPARTMENT OF GEOGRAPHY	6. Mrs. Punam Jakhar 7. Mr. Rahul
DEPARTMENT OF MATHEMATICS	8. Dr. Sudesh Kumari
DEPARTMENT OF ECONOMICS	9. Mrs. Sarika Jain 10. Mrs. Vinati
DEPARTMENT OF COMMERCE	11. Mr. Jagdeep Singh 12. Mr. Sunder Singh 13. Mrs. Aarzoo Katyal 14. Mrs. Nancy
DEPARTMENT OF COMPUTER SCIENCE	15. Ms. Vasudha



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

TIME TABLE (2024-25) BA 1st & BCA 1st (ODD SEMESTER)

Class/Time	9:00-10:00	10:00-11:00	11:00-12:00	12:00-1:00	1:00-2:00	2:00-3:00	3:00-4:00
B.A I	Pol. Sci.(1-4) Mr. Jitender MIC(5-6) History(5-6) Pol. Sci.(5-6) Geo (5-6) Maths(5-6)	Eng./Hindi (1-4) SEC (5-6) Pol. Sci.	History (1-4) Miss. Sakshi MDC C.S(5-6)	Eco (1-4) Mrs. Vinati Maths (1-4) MI Eco (5-6)	Geo (3-4) Mrs. Poonam Geo (5-6) Mr. Rahul	VAC (1-2) AEC (3-4) MDC C.S (5) SEC (6)	
	Room no. 1	Room no. 1	Room no. 1	Room no. 1	Room no. 1	Room no. 1	
B.A I Eco Hons.		CC1(1-4) SEC (5-6) Mrs. Vinati	CC2 (1-4) MDC C.S(5-6) Mrs. Sarika	CC3(1-4) Mrs. Sarika		MD (5) VAC (1-2) AEC (3-4) SEC (6)	
BCA I	CC-1D1(1-4) MI (5-6)	CC-1D2 (1-4) SEC (5-6)		CC-1D3 (1-4) MDC (5-6) ECO/Maths Mrs. Vinati		VAC(1-2) AEC (3-4) MD(5) SEC(6)	
	Room no. 6	Room no. 6		Room no. 6		Room no. 6	



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

Time Table

B.Com 1st, 2nd and 3rd (ODD SEMESTER)

Class/Period	1st	2nd	3rd	4th	5 th	6th	7th
BCOM 1 st (A)	Financial Accounting (1-4) (Nancy) MI (5-6) Fundamental Of Marketing (Nancy)	Business Environment (1-4) (Sarika Jain) MDC (Pol/Sci) (5-6)	AEC (1-2) Eng. (MONIKA) VAC (3-4) EVS MDC (5-6) Eng	 MDC History (Eco) (5-6)	Business Organization Management (1-4) (Nancy) SEC (5-6) Entrepreneurial Skills (Nancy)		
		Business Organization Management (1-4) (Nancy) SEC (5-6) Entrepreneurial Skills (Nancy)	Business Environment (1-4) (Vinati)	Financial Accounting (1-4) (Nancy) MI (5-6) Fundamental Of Marketing (Nancy)	AEC (1-2) Eng. (NEERAJ) VAC (3-4) EVS MDC (5-6) Eco.		
BCOM 2 nd (A)	Corporate Accounting (1-6) (Sunder Singh)	B.R.F (1-6) (A2200)	Business statistic (1-6) (SUDESH)	Fundamental Of Insurance (1-6) (Jagdeep Singh)	Corporate Law (1-6) (Sunder Singh)	HRM (1-6)	
	B.R.F (1-6) (A2200)	Corporate Accounting (1-6) (Sunder Singh)	HRM (1-6)	Corporate Law(1-6) (Sunder Singh)	Fundamental Of Insurance (1-6) (Jagdeep Singh)	Business statistic (SUDESH) (1-6)	
BCOM 3 rd (A)	Accounting For Management (1-6)	Taxation Law (1-6) (Jagdeep Singh)	International Business Environment (1-6) (Sarika Jain)	E. & S.S.B. (1-6) (A2200)	F.M.O. (1-6) (A2200)	Cost Accounting (1-6) (NANCY)	
	Taxation Law (1-6) (Jagdeep Singh)	Cost Accounting (1-6)	E. & S.S.B. (1-6)	International Business Environment (1-6) (Vinati)	Accounting For Management (1-6) (Jagdeep Singh)	F.M.O. (1-6) (NANCY)	



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

NON-TEACHING STAFF

1. Mr. Ashwani (Dy. Superintendent)
2. Mrs. Khushboo (Assistant)
3. Mr. Devender (University Clerk)
4. Mr. Raj Kumar (Library Clerk)
5. Mr. Mahesh (Peon)
6. Mrs. Sonia (Peon)

STUDENT CODE OF CONDUCT



Inappropriate dress for males and females is prohibited



No fighting, assault or any acts of violence.



No harassing, threatening, bullying or intimidating other



No possessing, using or distributing illegal substances



No smoking in the institute



No possessing of firearms, explosives or weapons



No gambling



No raising false alarms



No setting fires



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

IDENTITY CARDS

All students of this college should possess identity cards duly signed by the Principal. If the Identity card is irrecoverably lost duplicate Identity card will be issued only after Rs 30 is remitted to Government.

ANTI-RAGGING COMMITTEE

To prevent, the menace of ragging and maintain healthy interpersonal relations among students in the college campus ragging is strictly forbidden in or outside the college campus. For this purpose the Anti Ragging Committee has been constituted in the college which is functioning actively. The committee is:

Sr. No.	Name	Contact No.
1.	Dr. Monika Choudhary (Convener)	9416058855
2.	Mrs. Punam Jakhar	9416346599
3.	Ms. Sakshi Tiwari	7081539962
4.	Smt. Aarzo Katyal	7988224423
5.	Sh. Sunder Singh	9891702811

INTERNAL COMPLAINTS COMMITTEE

As per the guidelines of UGC and the Supreme Court a Committee against Sexual Harassment i.e., Anti- Sexual Harassment or Internal Complain Committee is established in the College to provide safe academic, social and physical environment to all the students and the women employees. The Committee aims to deal with the cases of discrimination and sexual harassment against women, in a time-bound manner, aiming at ensuring support services to the victimized and termination of the harassment. The College has constituted a committee for preventing from the sexual harassment. The following Committee works efficiently to support [anti sexual harassment](#): -

Sr. No.	Name	Contact No.
1.	Mrs. Punam Jakhar (Convener)	9416346599
2.	Dr. Monika Choudhary	9416058855
3.	Sh. Sunder Singh	9891702811
5.	Ms. Sakshi Tiwari	7081539962



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

STUDENT GRIEVANCES AND REDRESSAL CELL

Grievances Redressal Committee is formed in order to keep the healthy working atmosphere and to uphold the dignity of the institute by ensuring strife free atmosphere in the institute to promote cordial student to student relationship, student to teacher relationship relations etc. This cell also helps students and parents to record their complaints and solve their problems related to academics, resources and personal grievances. Suggestion / complaint Boxes have been installed at different places in the campus, in which the students who want to remain anonymous, can put in writing their grievances and their suggestions for improving the academic/administration in the institute. Students and parents can lodge a complaint. Students can also lodge ragging complaints.

Incharges: Dr. Monika Choudhary (For Administrative grievance)

Sh. Sunder Singh (For Academic grievance)

WOMEN'S CELL

The women cell of the college serves as a dedicated platform for addressing and advocating women's rights and issues within the campus community. It promotes gender inequality through awareness, campaigns, workshops, and seminars on topic such as safety empowerment and legal rights. This cell also provides a supportive space for women, student to voice concerns, see guidance and access resources related to their well-being and academic success. By fostering inclusivity and empowerment, it contributes to creating a campus environment that that values and supports all its members.

Incharge: Dr. Monika Choudhary

LEGAL LITERACY CELL

The legal cell of the college is dedicated to enhancing students, understanding of legal principles and rights. Through workshop, seminars and outreach programs, it educate students about various aspects of the law, including their rights as citizens and consumers. The cell also promote legal awareness through interactive sessions with legal professionals, helping students, navigate, legal complexities confidently. The legal literacy is equip students with valuable knowledge and skills to advocate for themselves and contribute responsibility to society.

Incharge: Ms. Sakshi Tiwari



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

SUBJECT SOCIETIES

Various subject societies of all streams in the college are vibrant platforms that caters to the academic and extra-curricular interests of the students within these disciplines. These societies organizes avoid array of activities such as guest, lecturers, seminars, debates, and workshops, tailored to enhance students, understanding and passion for their respective subjects. They provide opportunities for networking, skilled development, and deeper engagement with the curriculum through discussions and practical applications. The subject society is play a pivotal role in enriching the academic experience of all students, fostering a community of learning and intellectual exploration within the college.

SC, BC, OBC, MINORITY CELL

The cell in the college plays a crucial role in ensuring inclusivity and equip opportunities for students from marginalized communities. It serves as a dedicated platform to address the concerns and welfare of students belonging to schedule caste, schedule, Tribes, and other backward classes and minority communities. The self-facilitates access to scholarship, financial aid, and other support mechanisms to promote educational, advancements and social economic empowerment among these students. It fosters supportive environment that values diversity, and promote social justice within the college community.

PLACEMENT/ENTREPRENEUR CELL

The Placement cell operates with unwavering diligence, fostering a bridge between academia and industry. The meticulous planning and strategic initiatives ensures that our students and mark on promising career journeys. The dynamic and resourceful approach of the cell, not only secure placements but also empower students with the skills and confidence for professional success, making it an invaluable asset to our college community. Our college received grant, for the upliftment of the students from the department.

Incharge: Dr Ashok Kumar



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

SPORTS\YOGA CLUB

The sports and yoga department of the college is dedicated to promote physical fitness, holistic well-being, and sportsmanship among students. It offers a wide range of sports facilities, including grounds, courts, and equipments for various indoor and outdoor activity. The department organises sports meet to display their talent, encouraging students to excel in their chosen sports. Alongside athletic development, the yoga department offers classes and workshops to promote mental and physical balance, helping students manage stress and maintain overall health. Together, these departments contribute to a dynamic campus environment that values, both physical fitness and mental resilience.

Incharge: Mr. Jitendra Yadav

UDAAN

Udaan is a pining initiative that empowers students to achieve financial independence through collaboration with NGOs and strategic M use with the College. It provides students with opportunities for part-time work, internships, and skill development programs, aligning their academic pursuits with real world experiences. By facilitating meaningful connection and practical engagements, helps students gain financial stability and valuable professional skills by contributing to social causes.

Incharge: Sakshi Tiwari

MANTHAN

Manthan is a vital program designed to foster social emotional learning among college students, prioritizing their mental health and well-being. Through workshops, counselling sessions and peer support groups, man and equips students with essential skills such as resilience, empathy and stress management. By creating a supportive environment, it encourages open dialogue and reduces stigma around mental health issues, ensuring students feel empowered and equipped to navigate challenges, both academically and personally.

Incharge: Dr Sudesh Kumari and Mrs. Nancy



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

EARN WHILE YOU LEARN SCHEME

The "Earn while you Learn" scheme in the college empower students to gain practical work experience while pursuing their studies. This is a government of Haryana hundred scheme in a regular practice in the college intended to benefit genuinely needy and meritorious students by engaging them in different departments oblique laboratories. In value of work done, they are paid hundred rupees per hour. This is an initiative to promote dignity of labour and self reliance in the students. The selection process is completely transparent one, where in student are judged on basis of factors, including economic backgrounds and academic performances by a well constituted committee of senior members.

Incharge: Mrs. Poonam Jakhar

NATIONAL SERVICE SCHEME (NSS)

National Service Scheme (NSS) is a noble academic extension programme envisioned at national level, with a view to bring our academic institutions closer to the society. It is an educational programme for personality development of the students through community service. The cardinal principle of the programme is that it is organised by the students themselves and both students and teachers through their combined participation in social service, get a sense of involvement in the task of national development. Fulfilling this vision of extending social services of the academic community, the National Service Scheme of Government College for Girls Sec. 52, Gurugram has been playing a pivotal role since its inception in forming a well organised linkage between the campus and the community and it has grabbed many honours for its outstanding performance.

The NSS unit of our college has been doing several activities on and off the campus upholding social responsibility with the cooperation of principal, staff, PTA and the students. The NSS unit emphasize the motto "NOT ME, BUT YOU" that reflects the essence of democratic living and upholds the need for selfless service.

The activities under NSS are classified under, 1. Regular activities which are undertaken during the working days of the semester and 2. Special camping activities for 7 days duration in the adopted villages /urban slum during vacation.

Incharge: Mrs. Vinati



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

SCHOLARSHIPS

Har-Chhatravratti (<https://harchhatravratti.highereduhry.ac.in/>) is a centralized portal developed by the Department of Higher Education that provides one stop solution for end-to-end scholarship process right from submission of application, verification and disbursal to end beneficiary. **"Har-Chhatravratti"** Portal emerges as one of the most prominent scholarship portal that offers three tier verification of the application. Student Application form got verified from three levels i.e. Institute, University/Nodal Body and Head Office thus ensuring the complete authentication of the applicant. In order to avail the benefits of scholarship schemes of the state government, it is mandatory for each applicant to have Parivar Pehchan Patra (PPP). The various Scholarships are as follows:

1. Post Matric Scholarship (PMS) Scheme For SC
2. Post Matric Scholarship (PMS) Scheme For BC
3. Consolidated Stipend and Free Books Scheme For SC
4. Consolidated Stipend Scheme For Grand Children of Freedom Fighters
5. State Merit Scholarship To UG Girls
6. State Merit Scholarship To UG/PG Students
7. Haryana State Meritorious Incentives Scheme
8. Haryana State Meritorious Incentives Scheme (CBSE)
9. Lower Income Group

NOTE: Some other scholarships are also provided to Merit Holders by the college.

Incharges:

1. Mr. Jitendra Yadav: BC Scholarship
2. Dr. Sudesh Kumari: SC Scholarship



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

ATTENDANCE AND LEAVE OF ABSENCE

1. A student absent from the college for more than seven consecutive working days without satisfactory explanation is liable to have his/her name removed from the rolls. A student seeking re-admission after such removal should pay the prescribed re-admission fee of Rs. 500.
2. The minimum attendance prescribed by the University is 75% of the number of the working days in the academic year.
3. A student deputed to participate in matches, tournaments and sports events, NSS events etc. should submit her leave application duly recommended by the concerned incharge for necessary action before the events.

MENTOR – MENTEE SCHEME

A mentor is a faculty member who is duly appointed to monitor a student's academic and personal welfare and help in their studies. With mentors a student can share all their problems that are somehow affecting their academic pursuit.

Students can also share with them their personal problems in case any help is required. They keep track of mentee attendance and will remain in touch with their parents/guardians as well. The Mentor mainly performs the following functions:

- ❖ Continuously monitor, counsel, guide and motivate the students
- ❖ Advice students regarding choice of electives, projects, summer training etc.
- ❖ Advice students in their career development / Professional guidance

INTERNAL ASSESMENT

The conduct and the performance of students are closely monitored in terms of internal assessment based on attendance, continuous assessment test, assignments, mid semester tests and tutorials. Every month the attendance particulars are presented by every subject teacher to the head of the department who informs students about the percentage of shortage of attendance, if any, and cautions them not to miss classes any more. Each student is assigned to a faculty member (called mentor) who continually monitors her performance and guides her so as to foster overall growth and development. An excellent rapport is maintained with parents who are informed of their wards' progress on a regular basis.

Incharge: Sh. Sunder Singh



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

WALL OF GIVING

It's an initiative to practice "TO GIVE, TO DECLUTTER, TO DETATCH". All those extra clothes, shoes, stationery, accessories that are lying unused in our cupboard can be left here for others to use.

Incharge: Mrs. Neeraj Rana

WASTE MANAGEMENT

This college practices "मेरा कचरा मेरी ज़िम्मेदारी". Moreover, this campus is a zero-plastic zone. So bring your water bottles with you.

Incharge: Mr Jitendra Singh

STUDENT AMBASSADORS

We run this program to include students in the day to day running of our college. These ambassadors help us in every aspect of college work and represent the college. At present, 30 students are enrolled in this program.

Incharge: Mrs. Vinati



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

COLLEGE REGISTRAR

The College registrar processes student admissions, registration requests, schedules classes and maintains class lists, enforces the rules for entering or leaving classes, and keeps a permanent record of results with grades and marks. A student only begins to be in connection with the registrar's office for examination related queries such as exams, admit cards, results, marksheets etc. Registrar maintains accurate and up-to-date records of enrolment enquiries, applications and confirmations, as well as management of waiting lists and results (grades and marks).

College Registrar: Sh. Sunder Singh

COLLEGE BURSER

The bursar is a member of a teaching staff. He manages the internal finances of the college, helps the principal in maintenance of accounts and day to day financial, administrative and academic affairs of the college. He advises the Principal on the financial decisions.

College Rurser: Sh. Jagdeep Singh



GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: gcgsec52@gmail.com

Affiliated to Gurugram University, Gurugram

Since the programs, policies, and statements contained herein are subject to continuous review and evaluation, the administration of Government College for Girls Sector-52 Gurugram reserves the right to make changes at any time without prior notice. This handbook is for information only and may not be all-inclusive.