

# GOVERNMENT COLLEGE FOR GIRLS SECTOR 52, GURUGRAM

*Affiliated to Gurugram University, Gurugram*

website: <http://gcgsec52ggn.ac.in/> e-mail: [gcgsec52@gmail.com](mailto:gcgsec52@gmail.com)

Instagram id:

[https://www.instagram.com/gcgsec52?igsh=dmdzcWJuaDVkMmlm&utm\\_source=qr](https://www.instagram.com/gcgsec52?igsh=dmdzcWJuaDVkMmlm&utm_source=qr)

Facebook id: <https://www.facebook.com/GCGSEC52?mibextid=LQQJ4d>

## COLLEGE E-HANDBOOK

### 2025-26





# GOVT. COLLEGE FOR GIRLS SECTOR-52, GURUGRAM

web: <http://gcgsec52ggn.ac.in/> e-mail: [gcgsec52@gmail.com](mailto:gcgsec52@gmail.com)

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### Vision

To emerge as a center of excellence in women's education, fostering intellectual growth, character development, and social responsibility among students while promoting gender equality and empowerment.

### Mission

- Provide quality education accessible to all sections of society
- Develop critical thinking and research aptitude among students
- Promote values of integrity, excellence, and social responsibility
- Create an inclusive environment that celebrates diversity
- Foster innovation and entrepreneurship
- Prepare students for successful careers and meaningful contributions to society

### Core Values

- **Excellence:** Striving for the highest standards in education
- **Integrity:** Maintaining honesty and ethical conduct
- **Inclusivity:** Embracing diversity and equal opportunities
- **Innovation:** Encouraging creative thinking and new ideas
- **Empowerment:** Building confident and capable women leaders



**Dr. Indu Rao, Principal**



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### 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.

#### Key Facts

- **Established:** 2019
- **Affiliation:** Gurugram University, Gurugram
- **Recognition:** UGC and AICTE Recognized
- **Type:** Government Institution
- **Location:** Sector 52, Gurugram, Haryana

#### 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.



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### ACADEMIC CALENDAR 2025-26

FOR UNDER GRADUATE PROGRAMMES	
EVENT	DURATION
Admissions	19.05.2025 to 14.07.2025
ODD SEMESTER	
1 <sup>st</sup> Teaching Term	16.07.2025 to 17.10.2025
Vacations (Diwali)	18.10.2025 to 26.10.2025
2 <sup>nd</sup> Teaching Term	27.10.2025 to 23.11.2025
Examinations	24.11.2025 Onwards
Winter Vacations	27.12.2025 to 05.01.2026
EVEN SEMESTER	
1 <sup>st</sup> Teaching Term	07.01.2026 to 28.02.2026
Vacations (Holi)	01.03.2026 to 08.03.2026
2 <sup>nd</sup> Teaching Term	09.03.2026 to 09.05.2026
Examinations	10.05.2026 Onwards
Summer Vacations	20.05.2026 to 30.06.2026
FOR POST GRADUATE PROGRAMMES	
EVENT	DURATION
ODD SEMESTER	
1 <sup>st</sup> Teaching Term	01.08.2025 to 18.10.2025
Vacations (Diwali)	19.10.2025 to 26.10.2025
2 <sup>nd</sup> Teaching Term	27.10.2025 to 01.12.2025
Winter Vacations	02.12.2025 to 10.12.2024
Examinations	11.12.2025 Onwards
EVEN SEMESTER	
1 <sup>st</sup> Teaching Term	01.01.2026 to 28.02.2026
Vacations (Holi)	01.03.2026 to 08.03.2026
2 <sup>nd</sup> Teaching Term	09.03.2026 to 13.05.2026
Preparatory Break	14.05.2026 to 15.05.2026
Examinations	16.05.2026 Onwards
Summer Vacations	20.05.2026 to 30.06.2026



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### ACTIVITY CALENDAR 2025-26

JULY		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
25 July 2025	Orientation Program for UG Students	All Faculty
28 July 2025	World Nature Conservation Day	Dept. of Geography

AUGUST		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
18 August 2025	Orientation Program for PG Students	All Faculty
11 August 2025	Teej Celebration/ Saawan Symphony	All faculty & UDAAN Cell
9 August 2025	Quit India Movement Day	Dept. of History/ Dept. of Pol. Sci.
12 August 2025	International Youth Day	Youth Red Cross
15 August 2025	Independence Day (India)	Dept. of Pol. Sci./ Dept. of History
29 August 2025	National Sports Day	Sports club
30 August 2025	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 2025	Teachers' Day (India)	Faculty Club
8 September 2025	International Literacy Day	Dept. of English & Hindi and Literacy Cell
8 to 13 September 2025	Talent Search Competition	Cultural Club
14 September 2025	Hindi Diwas	Dept. of Hindi
14 September 2025	World First Aid Day	Youth Red Cross and Dispensary
15 September 2025	International Day of Democracy	Dept. of Pol. Sci.
16 September 2025	World Ozone Day	Dept. of Geography

OCTOBER		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
2 October 2025	Gandhi Jayanti	Dept. of Pol. Sci./ Dept. of History
4 October 2025	World Animal Day	Dept. of Geography
03, 04 October 2025 (	Midterm Test (Tentative)	All Faculty
10 October 2025	World Mental Health Day	Department of Manthan
15 October 2025	World Students Day	Dept. of History and Economics
31 October 2025	Rashtriya Ekta Diwas	Cultural Club





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NOVEMBER		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
1 November 2025	Haryana Day	Dept. of History
03, 04 November	Midterm Test(Tentative)	All Faculty
5 November 2025	World Tsunami Day	NSS
7 November 2025	World Cancer Awareness Day	Women Cell
9 November 2025	National Legal Services Day	Legal literacy Cell
11 November 2025	National Education Day	Faculty Development Centre
14 November 2025	Children's Day	Crèche
03 November 2025	Athletic Meet (Tentative)	Sports Club
17 to 22 November 2025	Remedial Teaching (Tentative)	All Faculty
25 November 2025	International Day for the Elimination of Violence against Women	Women Cell
26 November 2025	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 2025	World AIDS Day	Women Cell
2 December 2025	National Pollution Control Day	Eco Club and Dept. of Geography
3 December 2025	World Day of the Handicapped	Divyang Cell
13 December 2025	World Energy Conservation Day	Eco Club and Dept. of Geography
22 December 2025	National Mathematics Day	Dept. of Mathematics

JANUARY		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
10 January 2026	World Hindi Day	Department of Hindi
12 January 2026	National Youth Day (Birth Day of Swami Vivekananda)	Library YRC
13 January 2026	Lohri	CULTURAL CLUB
16 January 2026	National Startup Day	UDDAN/ COMMERCE DEPT.
24 January 2026	International Day of Education	CULTRAL CLUB
25 January 2026	National Voters Day	Dept. of Political Science
26 January 2026	Republic Day	DEPT. OF POLITICAL SCIENCE
January 2026	Field Visit	All faculty
26, 27 February 2026	Midterm test(Tentative)	All faculty

FEBRUARY		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event



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4 February 2026	World Cancer Day	WOMENS CELL/MANTHAN
11 February 2026	International Day of Women and Girls in Science	WOMENS CELL
13 February 2026	Sarojini Naidu Birth Anniversary	Dept. of English
21 February 2026	International Mother Language Day	Dept. of English, Dept. of Hindi
26 February 2026	Maharshi Dayanand Saraswati Jayanti	Dept. of History
27 February 2026	World Sustainable Energy Day	Dept. of Economics and Eco Club
28 February 2026	National Science Day	Science Departments
February 2026	NSS CAMP	NSS INCHARGE
27,28 March 2026	Midterm test (Tentative)	All faculty

### MARCH

Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
3 March 2026	World Wildlife Day	Dept. of Geography
4 March 2026	National Safety Day	Youth Red Cross
8 March 2026	International Women's Day	Women Cell
09 March 2026	No Smoking Day (Second Wednesday of March)*	Anti Tobacco Committee
15 March 2026	World Consumer Rights Day	Dept. of Commerce
22 March 2026	World Water Day	Dept. of Organic and Eco Club
27 March 2026	World Theatre Day	Cultural Club

### APRIL

Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
7 April 2026	World Health Day	YRC/ Dispensary
13 April 2026	Jallianwala Bagh Massacre Day (1919)	Dept. of History
14 April 2026	Dr. B.R. Ambedkar Jayanti	Dean of History, Economics and Pol. Sci.
18 April 2026	World Heritage Day	Dept. of History
22 April 2026	World Earth Day	Dept. of Geography and Eco Club
23 April 2026	World Book and Copyright Day	Dept. of Library, Economics and Commerce
26 April 2026	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 2026	Remedial Teaching (Tentative)	All Faculty





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7 May 2026	World Athletics Day	Dept. of Sports Club
8 May 2026	World Red Cross Day	Youth Red Cross
31 May 2026	Anti-Tobacco Day	Anti-Tobacco committee

JUNE		
Date	Important Day/ Event/ Festival	UTD/Centre/ Institute/ others responsible to conduct the event
5 June 2026	World Environment Day	Dept. of Geography and Eco Club
21 June 2026	International Yoga Day	Yoga Club



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### COURSES/PROGRAMMES OFFERED

#### Undergraduate Programs

➤ **Bachelor of Arts (B.A.)**

**Duration:** 3 Years

**Subjects Offered:**

- English
- Hindi
- Political Science
- History
- Economics
- Sociology
- Geography
- Home Science

➤ **Bachelor of Arts with Major in Economics**

➤ **Bachelor of Arts with Major in English**

➤ **Bachelor of Science in Physical Sciences (B.Sc.)**

**Duration:** 3 Years

**Subjects Offered:**

- Mathematics
- Physics
- Computer Science

➤ **Bachelor of Commerce (B.Com.)**

**Duration:** 3 Years

➤ **Bachelor of Computer Applications (BCA)**

**Duration:** 3 Years

#### Postgraduate Programs

➤ **Master of Arts in Economics**

**Duration:** 2 Years **Subject Available:** Economics

➤ **Master of Commerce (M.Com.)**

**Duration:** 2 Years **Specializations:** M.Com. (General)



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### DEPARTMENTS WITH FACULTY

DEPARTMENTS	FACULTY
DEPARTMENT OF HINDI	1. Dr. Rashmi Sharma
DEPARTMENT OF ENGLISH	2. Dr. Sunita Rani 3. Dr. Neeraj Rana
DEPARTMENT OF HISTORY	4. Ms. Sakshi Tiwari
DEPARTMENT OF POLITICAL SCIENCE	5. Mr. Jitendra Singh Yadav
DEPARTMENT OF GEOGRAPHY	6. Mrs. Punam Jakhar
DEPARTMENT OF MATHEMATICS	7. Dr. Sudesh Kumari 8. Dr. Kusum Saharan
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. Monika Bansal 15. Mrs. Nancy
DEPARTMENT OF COMPUTER SCIENCE	16.

### ADMINISTRATIVE STAFF

- **Principal:** Dr. Indu Rao
- **Vice Principal:** Dr. Sunita Rani
- **Registrar:** Sh. Sunder Singh
- **Bursar:** Sh. Jagdeep Singh

### NON-TEACHING STAFF

- Mr. Ashwani (Dy. Superintendent)
- Mrs. Khushboo (Assistant)
- Raj Kumar (University Clerk)
- Mr. Sachin (System Administrator)
- Mr. Devender (Bill Clerk)
- Mr. Pawan (Junior Librarian)
- Mahesh (Peon)
- Shri Chand (Peon)



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TIME TABLE							
B.A. ODD SEMESTER (2025-26)							
CLASS	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>B.A .I</b>	<ul style="list-style-type: none"> <li>Maths(BA/BSc) (1-3) R-14</li> <li>Socio (1-3) R-8</li> <li>AEC (4-5) (Eng) R-2</li> <li>AEC (4-5) (HINDI)R-8</li> <li>Tutorials</li> </ul>	<ul style="list-style-type: none"> <li>Pol. Sc. (1-3) R-8</li> <li>MDC (4-6) Commerce R-1</li> </ul>	<ul style="list-style-type: none"> <li>Geog. (1-3) R-1</li> <li>Dr Indu Rao</li> <li>Home Sc(1-3) R- Home Sc. Lab</li> <li>VAC (4-5)</li> <li>Tutorials</li> </ul>	<ul style="list-style-type: none"> <li>Eng.(1-3) R-2</li> <li>Hindi (1-3) R-8</li> <li>SEC(4-6) Comp. Sc R-10</li> </ul>	<ul style="list-style-type: none"> <li>History (1-3) R-8</li> <li>Eco (1-3) R-14</li> <li>MI Maths(4-5) R-14</li> <li>MI Pol.(4-5) R-8</li> <li>MI Geog(4-5) R-1</li> <li>MI Eco(4-5) R-2</li> <li>Tutorials</li> </ul>	>>>>Practicals/Tutorials>>>>> M(I) Theory Practals	
<b>B.A .II</b>	<ul style="list-style-type: none"> <li>Pol.Sci. (1-3) R-9</li> <li>Tutorials</li> </ul>	<ul style="list-style-type: none"> <li>Eng. (1-3) R-2</li> <li>Hindi (1-3) R-9</li> <li>Maths (4-6) R-14</li> </ul>	<ul style="list-style-type: none"> <li>History (1-3) R-9</li> <li>MDC (4-6) Commerce R-1</li> </ul>	<ul style="list-style-type: none"> <li>MI Pol. (1-4) R-9</li> <li>MI Geog (1-4) R-1</li> <li>MI Eco (1-4) R-14</li> <li>AEC -Eng (5-6) R-2</li> <li>AEC -Hindi (5-6) R-9</li> </ul>	<ul style="list-style-type: none"> <li>Geo (1-3) R - 1</li> <li>Eco (4-6) R-9</li> </ul>	>>>>Practicals/Tutorials>>>>> M(I) Theory Practals	



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B.A .III	Eng. (1-4) R-1 Hindi Comp. (5-6)	History (1-4) R-8 Hindi (5-6) R-9	Geo (1-4) R-2 Hindi (5-6) R-14	Eco (1-4) R-15	Pol.Sci.(1-4) R-15	Eng Comp. (1-5) R-1	
				>>>>Geo Practical>>>> (5-6) R-1			



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TIME TABLE						
B. COM ODD SEMESTER (2025-26)						
CLASS	9:00-10:00	10:00-11:00	11:00-12:00	12:00-1:00	1:00-2:00	2:00-3:00
<b>B.Com I (A)</b>	Financial Accounting (1-3) (L+P) MI (5-6) Fundamental of Marketing  Nancy	Business organization and Management (1-4) (L+T)   VAC EVS (5-6)	History /Comp. Sc. (MDC) (4-6)	Business Environment (1-4) (L+T) Tutorials	AEC (ENG) (1-2)  SEC (3-5) Home Science (Food preservation)	
				Financial Accounting Practical (6) Nancy		
<b>B.Com I (B)</b>	Business Environment (1-4) (L+T)  VAC EVS (5-6)	Financial Accounting (1-3) (L+P)  MI (5-6) Fundamental of Marketing  Nancy	AEC (ENG) (1-2)  SEC (4-6) Home Science (Food preservation)	Business organization and Management(1-4) (L+T)	Mathematics/ Geog (MDC) (4-6)  Financial Accounting Practical (5) Nancy	
<b>B.Com II (A)</b>	Corporate Accounting (1-3) (L+P) Sunder Singh	Corporate Law (1-4) (L+T) Sunder Singh	Quantitative Techniques for Business (1-2)	Mathematics/ History (MDC) (1-3) (L+T)	AEC (ENG) (4-5)	





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	Quantitative Techniques for Business Practical (5)		MI (HRM) (5-6)			
	Corporate Accounting Practical (6)  Sunder Singh					
B.Com II (B)	Quantitative Techniques for Business (1-2)	Geog. (MDC) (1-3) (L+T)	AEC (ENG) (4-5)	Corporate Law (1-4) (L+T)	Corporate Accounting (4-6) (L+P)	Tutorials
	MI (HRM) (3-4)			Sunder Singh		
	Quantitative Techniques for Business Practical (4)		Corporate Accounting Practical (6) Sunder Singh			
B.Com III (A)	Taxation Law (1-5)  Jagdeep Singh	Accounting for Management (3-6)	Cost Accounting (1-4)	FMO (3-6)  Jagdeep Singh	E.& S.S.B. (3-6)  Monika Bansal	International Business Environment (1-4)  Sunder Singh



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<b>B.Com III (B)</b>	Accounting for Management (3-6)	Taxation Law (1-5) Jagdeep Singh	International Business Environment (1-4)	E.& S.S.B. (3-6) Monika Bansal	FMO (3-6) Jagdeep Singh	Cost Accounting (1-4)
<b>M.Com I</b>	Financial Management and Policy (L+T) (1-4) Monika Bansal  AEC Basic of International Trades (ECO) (5-6)	Ethics, Corporate, Governance and Stability (L+T) (1-4)	Organization Behavior (L+T) (1-4)  B VAC Mathematics in Everyday Life (5-6)	Strategic Human Resource Manag. (DSC) (L+T) (1-3)	Introduction to Indian History and culture MDC (4-6)	
<b>M.Com II</b>	International Marketing (DSC) (L+T) (1-3)  Fundamental of Mathematics MDC (4-6)	Security analysis and Portfolio Management (L+T) (1-4)  Business Communication and Presentation Skill (5-6)  Monika Bansal	Business Research Methods (L+T) (1-4)	Corporate Tax Planning and Management (L+T) (1-4)  VAC E-Fillings of Returns (5-6)  Nancy		



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### STUDENT LIFE

#### Student Organizations

##### Academic Clubs

- **Literary Society:** Creative writing, debates, discussions
- **Science Club:** Experiments, projects, science fairs
- **Mathematics Club:** Problem solving, competitions
- **Computer Club:** Programming, hackathons
- **Commerce Club:** Business case studies, entrepreneurship

##### Cultural Committees

- **Dance Society:** Classical and contemporary dance
- **Music Society:** Vocal and instrumental music
- **Drama Society:** Theater and performing arts
- **Fine-Arts Society:** Painting, sculpture, creative arts
- **Photography/Videography Club:** Digital and traditional photography

#### Events & Activities

##### Annual Events

- **Talent Search:** Cultural performances
- **Sports Day:** Athletic competitions and games
- **Science Exhibition:** Student research projects
- **Literary Fest:** Writing competitions and readings
- **Freshers' Welcome:** Orientation for new students
- **Farewell:** Celebration for graduating students

##### Regular Activities

- **Mentor-Mentee Sessions:** Updates and announcements
- **Guest Lectures:** Expert speakers from various fields
- **Workshops:** Skill development sessions
- **Field Trips:** Educational excursions
- **Community Service:** Social responsibility projects
- **Mid-Term Tests:** Two mid-term tests in each semester
- **Remedial Classes:** Doubt clearing session for weaker students



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### Sports & Recreation

- **Indoor Games:** Table tennis, chess, carrom, badminton
- **Outdoor Games:** Cricket, volleyball, basketball, athletics
- **Yoga Classes:** Regular sessions for physical and mental well-being
- **Outdoor Gym Facilities:** Fitness equipment and training

## FACILITIES & INFRASTRUCTURE

### Academic Infrastructure

#### Classrooms

- **Smart Classrooms:** LCD projectors and interactive boards
- **Ergonomic Furniture:** Comfortable seating arrangements
- **Audio-Visual Equipment:** Modern teaching aids
- **Girls' Common Room:** Comfortable seating and study space, Mirror and basic grooming facilities

#### Laboratories

- **Computer Lab:** 25+ computers with latest software
- **Physics Lab:** Well-equipped with modern instruments
- **Home Science Lab:** Clean, well-ventilated area, access to water, electricity, and proper lighting.
- **Geography Lab:** Globes, wall maps, topographic sheets, relief maps, Compass and clinometer, Weather instruments

#### Library

- **Collection:** 1200+ books
- **Digital Resources:** Online databases and e-books
- **Reading Halls & Club:** Quiet study spaces for 100+ students
- **Internet Access:** Wi-Fi and computer terminals

### Support & Facilities

#### Dispensary

- **Qualified Volunteers Group:** On-campus medical support
- **First Aid:** Emergency medical assistance
- **Health Check-ups:** Regular health monitoring and Camps
- **Counselling:** Mental health support services



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### Crèche:

- **Purpose:** On-site childcare support for student and staff who are parents
  - **Age Group:** Typically for children aged 6 months to 5 years
  - **Facilities:** Safe play areas, rest space, learning activities, outdoor play, snacks
- Incharge: Mrs. Sarika Jain**

### Boutique Centre

- **Purpose:** Offers hands-on retail and merchandising experience for students, particularly in fashion, business, and entrepreneurship programs.
  - **Services Offered:** Student-designed fashion and merchandise sales, Custom apparel and accessories, Real-world retail management experience
  - **Who Can Participate:** Open to all students
  - **Supervision:** Managed by faculty advisors with student leadership roles
  - **Special Events:** Seasonal pop-ups, fashion showcases, and entrepreneurship fairs
- Incharge: Ms. Sakshi Tiwari**

### College Salon

- **Purpose:** Provides practical training for students in cosmetology, hairdressing, and beauty therapy programs.
  - **Services Offered:** Haircuts, styling, coloring, Skincare and facial treatments, Manicures, pedicures, and makeup services
  - **Open To:** Students and staff
  - **Operated By:** Trained students under qualified instructor supervision
  - **Learning Focus:** Hands-on client experience in a professional salon setting
- Incharge: Ms. Sakshi Tiwari**

### Food & Dining

- **College Canteen:** Hygienic and affordable meals
- **Water Coolers:** Purified drinking water throughout campus



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### Technology Infrastructure

- **Wi-Fi Campus:** High-speed internet connectivity
- **Audio-Visual Aids:** Projectors and sound systems
- **Online Learning Platforms:** Digital education tools

### Safety & Security

- **CCTV Surveillance:** 24/7 monitoring
- **Security Guards:** Round-the-clock security
- **Emergency Protocols:** Safety procedures and drills
- **Women Safety:** Dedicated measures for student security
- **Anti-Ragging:** Zero tolerance policy

## RULES & REGULATIONS

### Academic Conduct

#### Attendance Requirements

- **Minimum Attendance:** 75% for theory and practical classes
- **Condonation:** Medical grounds with proper documentation
- **Shortage Penalty:** Detention from examinations
- **Monitoring:** Regular attendance tracking

#### Examination Rules

- **Admit Card:** Mandatory for all examinations
- **Punctuality:** Arrive 30 minutes before exam time
- **Prohibited Items:** Mobile phones, calculators (unless permitted)
- **Unfair Means:** Zero tolerance for cheating





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### Disciplinary Code

#### General Conduct

- **Respectful Behavior:** Towards faculty, staff, and peers
- **College Property:** No damage to infrastructure
- **Smoking/Drinking:** Strictly prohibited on campus
- **Political Activities:** No party politics on campus
- **Ragging:** Completely banned with serious consequences

#### Disciplinary Actions

- **Warning:** Verbal or written warnings
- **Fine:** Monetary penalty for violations
- **Suspension:** Temporary exclusion from college
- **Expulsion:** Permanent removal in serious cases

### Library Rules

- **Borrowing Limits:** Maximum books per student
- **Return Policy:** Timely return to avoid fines
- **Silence:** Maintain quiet environment
- **Damage:** Compensation for damaged materials
- **Digital Access:** Proper use of online resources



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### SCHOLARSHIPS & FINANCIAL AID

#### State Govt. 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

#### Centre Govt. Scholarships

1. [National Scholarship Scheme](#)
2. [Inspire Scholarship Scheme](#)



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### College Scholarships

#### Merit-based Scholarships

- **Rank Holders:** Top 3 students in each program
- **Subject Toppers:** Best performance in individual subjects
- **Overall Excellence:** All-round development recognition

#### Need-based Financial Aid

- **Fee Waiver:** Complete or partial fee exemption
- **Book Allowance:** Support for purchasing textbooks
- **Emergency Fund:** For unexpected financial difficulties

**Incharge: Dr. Sudesh Kumari**

### STUDENT GRIEVANCE 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 relationships among students, among student and teachers 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: Mrs. Monika Bansal (For Administrative grievance)**

**Sh. Sunder Singh (For Academic grievance)**

### 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.

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### COLLEGE MAGAZINE

The college boasts of a creative and wellversed Annual Magazine: "Vageesha". The Magazine provides a creative platform to students to express their valuable thoughts in the form of literary articles. The college has published magazines for the sessions 2022-23, 2023-24 and 2024-25.

### CSR CENTRE

CSR Centre Sat Krishna Group with implementation partner Upliftlives Foundation runs a successful project in the college. Its courses focus on IT Skills and Personality Development Course. This course equips learners with essential computer skills and digital literacy.

### 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.	Mrs. Monika Bansal (Convener)	8901250855
2.	Mrs. Punam Jakhar	9416346599
3.	Sh. Sunder Singh	9891702811
4.	Smt. Aarzoo Katyal	7988224423
5.	Ms. Sakshi Tiwari	7081539962



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### 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 Complaints 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.	Sh. Sunder Singh	9891702811
3.	Mrs. Monika Bansal	8901250855
4.	Ms. Sakshi Tiwari	7081539962
5.	Mr. Mhd. Rafique (External Member)	9811098211

### WOMEN 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 create a campus environment that values and supports all its members.

**Incharge: Mrs. Monika Bansal**



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### LEGAL LITERACY CELL

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

### SUBJECT SOCIETIES

Various subject societies of all streams in the college are vibrant platforms that cater to the academic and extra-curricular interests of the students within these disciplines. These societies organize various 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 plays a pivotal role in enriching the academic experience of all students, fostering a community of learning and intellectual exploration within the college.

### SC, 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-facilitating access to scholarship, financial aid, and other support mechanisms to promote educational advancements and socio-economic strength empowers these students. It fosters supportive environment that values diversity, and promotes social justice within the college community.





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### PLACEMENT 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 embark 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 receives grant for the upliftment of the students from the Department.

**Incharge: Dr. Kusum Saharan**

### 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**

### ECO CLUB

The Eco Club of the college is dedicated to promote environmental awareness, sustainability, practises, and conservation efforts among students. Through workshops, seminars, tree, planting drives, and cleanup campaigns, the club educates and engage students in environmental awareness. It also collaborates with the local communities and organizations to advocate for eco-friendly initiatives and policies. The eco-club plays a crucial role in fostering a sense of responsibility towards the environment, encouraging students to adopt sustainable lifestyle and contribute positivity to environmental preservation, both within the college and beyond.



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### UDAAN/ENTERPRENEUR CELL

Udaan is a pining initiative that empowers students to achieve financial independence through collaboration with NGOs and strategic MoUs 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: Ms. 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 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**

### EARN WHILE YOU LEARN SCHEME

The "Earn while you Learn" scheme in the college empowers students to gain practical work experience while pursuing their studies. This is a Government of Haryana Scheme in a regular practice in the college intended to benefit genuinely needy and meritorious students by engaging them in different departments / 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. Punam Jakhar**

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### 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 off and on, at the campus upholding social responsibility with the cooperation of principal, staff, PTA and the students. The NSS unit emphasizes 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: Ms. Sakshi**

### YOUTH RED CROSS WING

The college has an active Red Cross Wing of 50 volunteers. The college unit is affiliated to the Gurugram University Red Cross Unit & follows all the international guidelines & protocols of the Red Cross. All the activities are conducted under the college unit Counselor Ms. Sakshi Tiwari's supervision.



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### 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
- ❖ Advise students regarding choice of electives, projects, summer training etc.
- ❖ Advise 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**



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### ARPAN

Arpan, an initiative spearheaded by Govt. College sec 52, Gurugram, aims to provide assistance to economically disadvantaged individuals within the community. Arpan endeavours to breakdown barriers to various needs of society and create opportunities for those who might otherwise struggle to access different bliss of life. Arpan not only uplifts individuals but also fosters more inclusive and equitable society. Arpan came out as a wonderful initiative when all the staff member comes together like this, it not only helps the community but also fosters essence of unity and purpose among them. Almost everyone within the college community extended their hand to support the fourth class workers.

### WALL OF GIVING

It's an initiative to practise "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 MANAGEMNT

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

**Incharge: Mr Jitendra Singh**



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### BOTANICAL GARDEN

The college botanical garden serves as a living laboratory for students and faculty, promoting the study of plant sciences, biodiversity, and conservation. It typically includes a variety of plant species, both native and exotic, arranged in a systematic manner for educational and research purposes. It also provides a green and serene environment that enhances campus aesthetics and contributes to environmental awareness among students.

#### Key Benefits:

- Supports academic learning (especially in botany, environmental science, and agriculture)
- Promotes biodiversity conservation
- Offers opportunities for hands-on research and projects

### ORGANIC FARMING

Organic farming in the college campus involves the cultivation of crops without synthetic fertilizers, pesticides, or genetically modified organisms. It emphasizes sustainable practices like composting, crop rotation, and the use of natural inputs. This initiative educates students about eco-friendly farming methods, food security, and sustainability.

#### Key Benefits:

- Encourages sustainable agricultural practices
- Provides practical training for students
- Produces healthy, chemical-free food for campus use
- Raises awareness about environmental responsibility

### 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**





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### 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**



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