

NSCBM Govt. College Hamirpur, Himachal Pradesh

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



Handbook of Information



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INTRODUCTION

NSCBM Government College, Hamirpur 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 Handbook of Information will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Government College Hamirpur and related information.

This Handbook of Information 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

Established on 15th June 1965, half century ago, Netaji Subhash Chandra Bose Memorial Govt. College Hamirpur is a pioneer of higher education in the entire state. The motto of the college i.e. **“Bravery and Sacrifice”** truly inspires our students to become a real life soldier to defend and preserve our traditions and territory. I feel honored to lead this college which stands for academic excellence, exemplary achievements in sports and cultural activities.

The institute is an alma mater which all alumni look back to with fond memories. During the past five decades, the college has given many distinguished personalities and leaders in different fields. Catering to more than 3500 students the college is considered among the best and the most sought after college of the state.

VISION: To build a holistic and vibrant learning environment, founded on value based academic principles, to inculcate mental and spiritual strength & clarity of thoughts in order to develop the character of the students.

MISSION: To awaken the latent potentials of the students, develop among them sense of social service, communal harmony, discipline, conscientious environment concerns, leadership and mutual co-operation, which unequivocally helps in transforming them into awakened, responsible and accountable citizen.

Services 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 in Physics, Chemistry, Mathematics, Zoology, Botany, Commerce, English, Hindi and Economics.
- The college provides B.B.A, B.C.A. and P.G.D.C.A. under Self-Financing mode.
- The college also offers B.Voc. Courses in Hospitality and Tourism and Retail Management.
- The National Service Scheme and other societies are a part of the College's ongoing endeavor 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.

Organogram : Organizational Structure

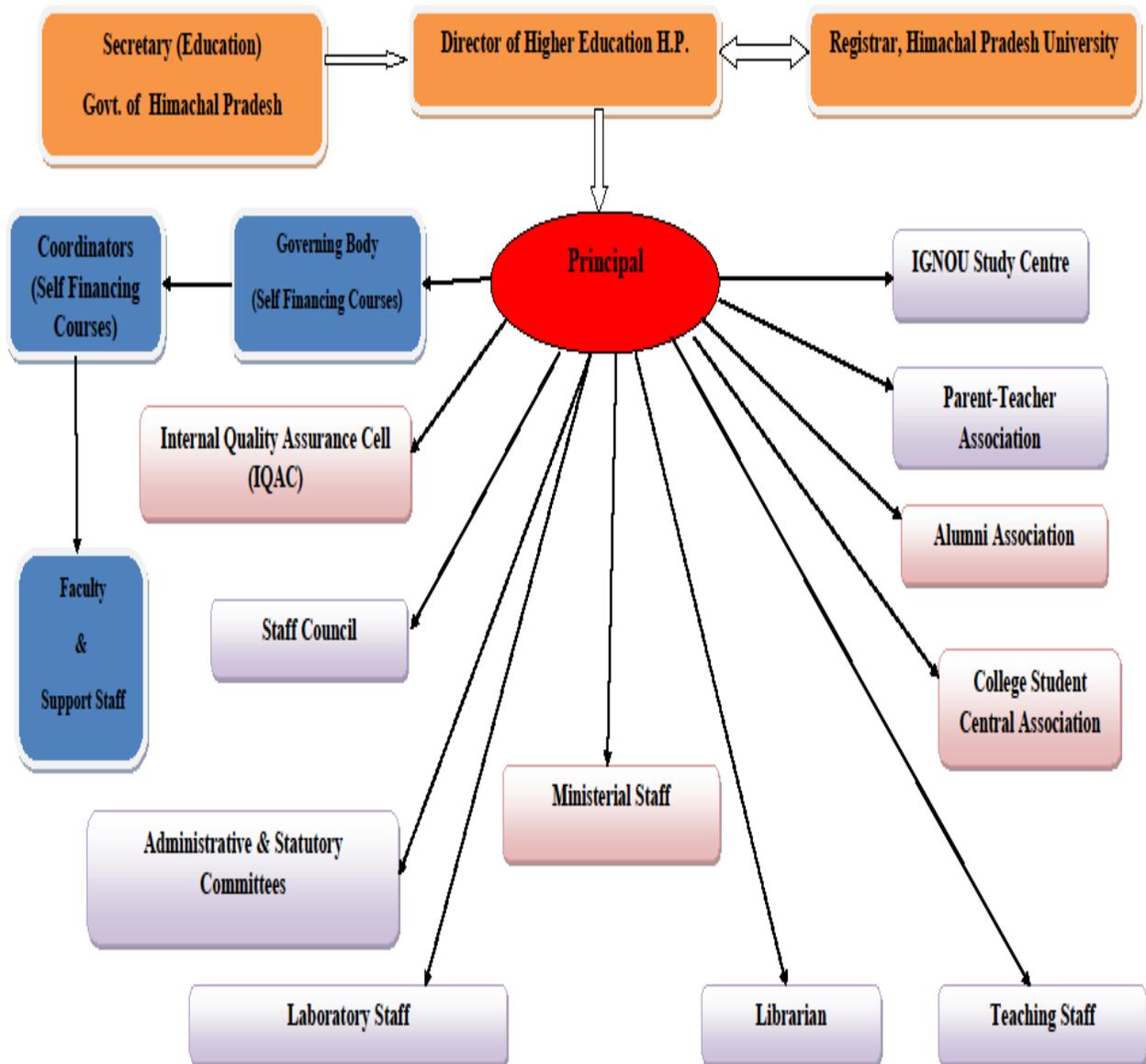


Figure 1: Hierarchical Organizational Structure and Decision-Making Process

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 organizations are bound to happen. As a part of its organizational 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. 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.

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- 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, NSCBM Government College, Hamirpur, District Hamirpur, Himachal Pradesh, PIN 177005

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: 05 .06.2023 to 29.06.2023(25 Days)

Diwali Break: 11.11.2023 to 15.11.2023 (05 Days)

Winter Vacation: 01.01.2024 to 04.02.2024 (35 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

➤ **Administrative:**

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

➤ **Financial:**

- ❖ The Principal releases 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.
- ❖ The Principal operates the College funds.
- ❖ 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	Smt.Pawana Kumari	Superintendent G-I	Over all supervision of the working of the Ministerial staff
2	Sh.Chander Suman	Superintendent G-II	<ul style="list-style-type: none">• Coordinating and supervising the working of the ministerial staff in the College.• Settlement of Inspection Reports and paras.• All establishment matters including maintenance of Service Books, Service Record, Leave Account, Pension Cases, Fixation of Pay, Revision of Scale, ACR/UGC Norms, PMIS.• Assistant Public Information Officer (APIO) under the RTI Act.• Assembly Questions.• Building Works.• Audit of AG HP• Checking of Government Receipt and Payments (Cash Book)• Any other work which the Principal may assign.

3	Sh.Sumil Sharma	Senior Assistant	<ul style="list-style-type: none"> • All types of Accounts work. • Preparation of pay, arrears and all kinds of other bills including medical, LTC and advance bills. • Drawl and disbursement of bills/claims. • Maintenance of Cash Book and subsidiary registers. • Maintenance of College funds registers and vouchers. • AG/Local Audit. • Any other work as assigned by the Superintendent/Principal. • Maintenance of B.Voc Fund • Store Maintenance and Stock
4.	Sh.Lata Sharma	Senior Assistant	<ul style="list-style-type: none"> • Maintenance of Amalgamated Fund, Rover & Rangers, NCC, Building Fund & BBA Fund • Auction of Canteen, Record of Land and College Property • Maintenance of RUSA Fund. • Local Audit & paras. • Any other work as assigned by the Superintendent/Principal.

5.	Sh.Kumari Ranjana	Clerk	<ul style="list-style-type: none"> • All University matters • UG/PG Examination • Degree /DMC Record • Any other work which the Principal may assign.
6.	Sh.Pardeep Kumar	J.O.A. (IT)	<ul style="list-style-type: none"> • Collection of Fees. • Absentee statement and realization of absence fine. • Work related to Admission and Examination • HPU Registration Cards of the students. • Scholarship • Any other work which the Principal may assign.
7.	Sh.Vikas Sharma	Junior Assistant	<ul style="list-style-type: none"> • All Kind of University Evaluation. • Maintenance of BCA Fund, Equity initiative fund. • Reply to RTI. • UGC Related work • NAAC related work. • Any other work which the Principal may assign.

8.	Sh. Shiv Kumar	JOA (IT)	<ul style="list-style-type: none">• Diary /Dispatch work• Miscellaneous Exam like, Competitive Exam• Maintenance of PTA Accounts and Registers.• Maintenance of Girls Hostel, NSS Accounts and Registers.• Any other work which the Principal may assign.
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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 and professionals 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.

Sr. No.	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	Sh. Vikas Sharma U/C Supdt.G-II
2	Admission brochures/ Prospectus	On payment of prescribed price	Sh. Pardeep Sharma (JOA)
3	Annual Report of the College	May be purchased on payment of the prescribed price or may be inspected in the College library	Smt. Sunita Saini (Librarian)

4	College Magazine "Bhanuja"	May be purchased on payment of the prescribed price or may be inspected in the College library	Smt.Sunita Saini (Librarian)
5	Documents Relating to Parent-Teachers Association (PTA)	Subject to provisions of RTI Act	Sh.Shiv Kumar (JOA)
6	Administrative Records: Service Books, Leave Accounts, Attendance Registers, Diary and Dispatch register, Peon Book, General Stock Register, etc.	Subject to provisions of RTI Act	Sh. Chander Suman (Supdt.G-II)
7	Financial Documents including cash books, ledgers, account registers, passbooks, etc.	Subject to provisions of RTI Act	Sh.Sumil Sharma Sr.Asstt.& Sh.Lata Sharma Sr.Asstt.
8	Laboratories: Records of material consumable/non consumable	Subject to provisions of RTI Act	Concerned Lab Las

9	Library Register Books	Subject to provisions of RTI Act	Smt. Sunita Saini (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	NSS PO
11	Staff Council Minutes Register	Subject to provisions of RTI Act	Staff Secretary
12	NCC	Subject to provision of RTI Act	NCC ANO
13	R&R	Subject to provision of RTI Act	R&R Incharge

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 Principal, Senior most faculty, The Chairman of MC, PTA President, CSCA President, Donor, and XEN-PWD are members of the committee constituted for two years. The meetings are chaired by the Principal. The functions are:

- To sanction the quantum of expenditure on minor projects/renovation/infrastructure.
- To decide the executive agency to undertake the projects sanctioned.
- To audit the building fund.
- The meeting of the committee is held at least once in six months and may be held as and when required.
- 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 at least once in a year and elects PTA executive body for one academic session (June to May). The PTA fee is collected along with other fee/funds at the time of admission.

Details of PTA Executive Body - 2022-23 w.e.f 17-09-2022

Sr. No.	Name	Designation	Mob. No
1	Sh.Pawan Dhiman	President	9418780872
2.	Sh.Sanjay Sharma	Vice President	9418115309,7018333628
3.	Sh.Vijay Kumar Kaundal	General Sec.	9418115452
4	Sh.Ajay Thakur	Joint Sec.	9816642268
5	Sh.Sanjeev Thakur	Treasurer	9418082700
6	Smt.Mamta Dhumal	Member	9418672403,7018862756
7	Smt.Sneh Lata	Member	9418035497
8	Sh.Madan Singh	Member	9625447593
9	Dr.MS Mishra	Member	9418024535
10	Dr.Uttam Sharma	Member	9816088957
11	Dr.N.D Khanna	Member	6230765388

Alumni Association: The NSCBM Govt. College Alumni Association has been constituted and registered under the Himachal Pradesh Societies Registration Act, 2006 at Additional Registrar of Societies, Hamirpur vide Registration No. DCH/MA/2015-06/2015 Dated 17/09/2015. The Annual General Meeting of the Alumni Association is required to be held at least 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 Governing Body of Alumni Association (OSA)

- Chief Patron (Principal – Ex-Officio): Dr. Pramod Patial
- President: Sh. Shiv Raj Sing Patial
- Vice-President: Sh. Vijay Behal
- General Secretary: Sh. Saurabh Sood
- Joint Secretary: Sanjeev Thakur
- General Secretary (org.): Sh. Amarjeet Lal
- Chief Advisor: Col. A.D. Sharma
- Advisor: Sh. PC Patial

NSCBM College Higher Education Institute Society: The Self-Financing Courses are managed by the NSCBM Govt. College 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 NSCBM Govt. College 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 at least one meeting every three months.

Composition of the Governing Body of NSCBM Govt. College Higher Education Institute Society

- Chairperson – Principal: Dr. Pramod Patial
- Member : Dr. Chandan Bhardwaj
- Member : Dr. Madhur Swar Mishra
- Coordinator (BCA) : Dr. Gian Chand Rana
- Coordinator (BBA) : Prof. Vijay Kumar
- Member : Dr. Veshalee Singh
- Member (Nominated) : Dr. Anil Gautam
- Member (Nominated) : Dr. PC Patyal
- PTA President: Sh. Pawan Dhiman
- President CSCA: Ms Vandana Kumari

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: 01972222227.

The address of the office:

NSCBM Government College

Hamirpur, District Hamirpur Himachal Pradesh,

PIN 177005

Directory of officers and employees:

Information Related to Staff (Teaching)			
Sr. No.	Name	Email Id	Mobile No.
1	Dr. Chandan Bhardwaj	tikkuc@gmail.com	9459710746
2	Dr. M.S.Mishra	madhurswar.mishra65@gmail.com	9418024535
3	Sh. Vijay Kumar	kumarvkaundal67@gmail.com	9418115452
4	Dr. Amarjit Lal	attriamar@gmail.com	9418024550
5	Dr. Vijay Kumar Thakur	thakur.vijay0688@gmail.com	9418062157
6	Dr. Shashi Sharma	19shashi1972@gmail.com	9418096506
7	Smt. Neelam Kumari	neelanu2000@gmail.com	9418150635

8	Dr. Garka Ram Katoch	grkatoch100@gmail.com	9418131603
9	Dr. G.C. Rana	drgcrana15@gmail.com	9418131603
10	Dr. Ratan Chand Sharma	ratan77sharma@gmail	7018491408
11	Dr. Vijay Kumar Thakur	thakur.vijay0688@gmail.com	9418062157
12	Dr. Veshalee Singh	veshalee@gmail.com	9418115296
13	Dr. Krishan Lal	krishanlaldaroch@gmail.com	9418214108
14	Smt. Sunita Saini	schandell1525@gmail.com	9418262142
15	Sh. Prakash Thakur	prakashthakur95@gmail.com	9418337766
16	Smt. Alpana Sharma	alpanasharma371@gmail.com	9418045789
17	Sh. Rajesh Kumar	rajesh90945@gmail.com	9418090945
18	Dr. Pawan Kumar Verma	pawankv75@gmail.com	9418039888
19	Ms. Jyotsna	jyotsnaphysics@gmail.com	9418095959
20	Dr. Sangeeta Singh	sangeetanahan@gmail.com	9418156735
21	Dr. Uttam Kumar Sharma	druksharma67@gmail.com	9816088957
22	Dr. Sanjay Kango	skkango72@gmail.com	9418158892

23	Sh. Saurabh Sood	ssoodji@gmail.com	9418306771
24	Sh. Harkamal Swarup Sharma	harkamal0481@gmail.com	9418888381
25	Sh. Prashant Sharma	prashant0133@gmail.com	7018228937
26	Sh. Suresh Kumar	skumar.phy@gmail.com	9459164866
27	Sh. Manoj Kumar	kaundalkumarmanoj1980@gmail.com	7807193777
28	Dr. Lavli Rana	rana.phy08@gmail.com	8894312816
29	Dr. Dinesh Sharma	dr. dinesh110@gmail.com	9418194881
30	Ms. Monika Puri	monikapuri20022008@gmail.com	9418932411
31	Dr. Mala Sharma	sharmamala1411@gmail.com	8091708610
32	Dr. Naisergik Deepika Khanna:	naisergikdeepikakhanna@gmail.com	9459165388
33	Ms. Anjna Kumari	anjnagch@gmail.com	9459811524
34	Dr. Pushpender Sing Thakur	drpushpendereco@gmail.com	8988008981
35	Dr. Rohit Sandal	rohit1sept@gmail.com	9816998056
36	Smt. Neeraj Sharma	Neerajsharma377@rediffmail.com	7018865834
37	Dr. Poonam Sharma	poonamnit82@gmail.com	9459318776

38	Smt. Babita Suman	bspathak1455@gmail.com	9418125449
39	Dr. Sandeep Kumar	sandeepsarkaghat@gmail.com	9418329037
40	Sh. Naresh Kumar	profnaresh. dhiman@gmail.com	9816363756
41	Sh. Pawan Kumar(Eco.)	kumarkashiv@gmail.com	9418574352
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43	Dr. Nirmal Singh	singhnirmal96@gmail.com	9805402686
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45	Sh. Sanjay Kumar	sanjayndn5@gmail.com	9817535894
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56	Smt. Shilpa Thakur	shilpa.thakur409@gmail.com	7814818524
57	Smt. Alpana Sharma	alpanasharma371@gmail.com	9418045789
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59	Sh. Sushil Kumar	sushil_kot@yahoo.in	9625816327
60	Sh Anil kumar	vip201982@gmail.com	9805442244
61	Mr. Abhishek Sharma	abhipalampur35@gmail.com	9805695858
62	Meenakshi	meenasharma021985@gmail.com	7018946022
63	Anil Dhatwalia	anil.dhatwalia@in.labournet.in	7018942559
64	Shilpa Bajaj	bajajuflex@gmail.com	9418090909
65	Smt. Madhuri Gupta	madhurigupta86@gmail.com	9418056213
66	Smt. Shilpa soni	prachisonit@gmail.com	7018877106
67	Deepika	pooja. hmr0@gmail.com	8988009864

68	Dr Bhanu Priya	bhanupriya2411@gmail.com	9418345234
69	Sh. Goving Gopal	govindgopal187@gmail.com	9882874049
70	Smt. Chandresh	ranai.chandresh07@gmail.com	9857606029
71	Dr. Sandesh Kumari	sandhyarana370@gmail.com	7018898816
72	Dr Bhanu Priya	bhanupriya2411@gmail.com	9418345234
73	Sh. Sunil Kumar Rana	rana. sunil304@gmail.com	8219258700

Staff (Non-Teaching)

	Name	Mobile No.	
1	Smt. Pawna Sharma	94184-54969	
2	Sh. Chander Suman	70189-33397	
3	Smt. Lata Sharma	82197-68596	
4	Sh. Sunil Dutt	98170-42841	
5	Sh. Vikas Sharma	92187-38163	
6	Smt. Kumari Ranjana	94590-10876	
7	Sh.Pradeep Kumar	75009-38948	
8	Sh. Shiv Kumar	70188-04126	

8	Sh. Rajinder kumar	70184-72827	
9	Sh. Rakesh Verma	94181-45898	
10	Sh. Amar Singh	86790-01903	
11	Smt. Socho Devi	97366-61876	
12	Sh. Vinod Kumar	94189-47087	
13	Sh. Vijay Kumar	94183-19163	
14	Smt. Taro Devi	96250-52574	
15	Smt. Ram Dai	78074-65961	
16	Sh.Dina Nath	62302-14875	
17	Smt.Meena Devi	94183-06788	
18	Sunita Devi	98053-31535	
19	Neelam Devi	80911-88715	
20	Sameena begum	88946-24722	
21	Tej Ram	83269-29312	
22	Maya Devi	94186-56327	

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 June 2023):

Principal, Librarian, Sup. Grade-1 and Teaching Staff												
S.N.	Name	B.pay	DA 34%	Total	7th Arr.	IR	CA	HRA	SP	MR	Conv. Allow FPA	G Total
1	Dr. Pramod S Patial	210800	71672	282472	0	0	200	0	0	0	0	282672
2	Prof. Chandan Bhardwaj	192900	65386	258486	0	0	200	1000	0	0	0	259686
3	Prof. Madhuz Swar Mishra	187300	63882	250982	0	0	200	1000	0	0	0	252182
4	Prof. Amarjis Lal	181800	61812	243612	0	0	200	1000	0	0	275	245087
5	Prof. Vijay Kaundal	176500	60010	236510	0	0	200	1000	0	0	0	237710
6	Prof. Vijay Kumar	176500	60010	236510	0	0	200	0	0	0	325	237035
7	Prof. Vijay Kumar	171400	58276	229676	0	0	200	0	0	0	0	229876
8	Prof. Rattan Chand	171400	58276	229676	0	0	200	1000	0	0	0	230876
9	Prof. Gnan Chand Rana	166400	56576	222976	0	0	200	1000	0	0	0	224176
10	Prof. Neelam Kumari	166400	56576	222976	0	0	200	0	0	0	0	223176
11	Prof. Garbis Ram	166400	56576	222976	0	0	200	1000	0	0	0	224176
12	Smt. Sunita Saini	166400	56576	222976	0	0	200	0	0	0	0	223176
13	Prof. Krishna Lal	161600	54944	216544	0	0	200	0	0	0	275	217019
14	Prof. Parkash Chand	166400	56576	222976	0	0	200	1000	0	0	275	224451
15	Prof. Alpna Sharma	166400	56576	222976	0	0	200	1000	0	400	275	224851
16	Prof. Shashi Kumar	156900	53346	210246	0	0	200	1000	0	0	0	211446
17	Prof. Sangeeta Singh	147900	50286	198186	0	0	200	0	0	0	0	198386
18	Prof. Sanjay Kumar Kangs	152300	51782	204082	0	0	200	1900	0	0	0	205282
19	Prof. Jyotana	147900	50286	198186	0	0	200	1000	0	0	0	199386
20	Prof. Uttam Kumar	110400	37536	147936	0	0	200	0	0	400	750	149486
21	Smt. Pawan Kumari	90600	30804	121404	0	0	200	1000	0	0	0	122604
22	Prof. Rajesh Kumar	57700	19618	77318	0	0	200	800	0	0	0	78318
23	Prof. Pawan Kur. Verma	152300	51782	204082	0	0	200	0	0	0	0	204282
24	Prof. Rohit Sandal	75300	25602	100902	0	0	200	1000	0	400	0	102502
25	Prof. Parshant Sharma	73100	24854	97954	0	0	200	1000	0	400	0	99554
26	Prof. Saurabh Sood	73100	24854	97954	0	0	200	1000	0	0	0	99154
27	Prof. Neeraj Kumari	73100	24854	97954	0	0	200	1000	0	0	0	99154
28	Prof. Suresh Kumar	73100	24854	97954	0	0	200	1000	0	0	0	99154
29	Prof. Haslanwal Swarup	73100	24854	97954	0	0	200	1000	0	400	0	99554
30	Prof. Sandeep Kumar	73100	24854	97954	0	0	200	0	0	0	0	98154
31	Prof. Mala Sharma	75300	25602	100902	0	0	200	0	0	0	0	101102
32	Prof. Pashpender Singh	73100	24854	97954	0	0	200	1000	0	400	0	99554
33	Prof. N. D. Khanna	75300	25602	100902	0	0	200	0	0	400	0	101502
34	Prof. Dinesh Kumar	75300	25602	100902	0	0	200	0	0	0	0	101102
35	Prof. Lavli Rana	70900	24106	95006	0	0	200	1000	0	0	0	96206
36	Prof. Pawan Kumar	70900	24106	95006	0	0	200	0	0	0	0	95206
37	Prof. Naresh Kumar	70900	24106	95006	0	0	200	1000	0	400	0	96606
38	Prof. Babita Kumari	70900	24106	95006	0	0	200	0	0	400	0	95606
39	Prof. Pawan Kumar	68800	23392	92192	0	0	200	1000	0	400	0	93792
40	Prof. Manika Pari	70900	24106	95006	0	0	200	0	0	0	0	95206
41	Prof. Anjana Kumari	70900	24106	95006	0	0	200	0	0	0	0	95206
42	Prof. Manoj Kumar	68800	23392	92192	0	0	200	0	0	0	750	93142
43	Prof. Nirmal Singh	68800	23392	92192	0	0	200	1000	0	0	0	93392
44	Prof. Vinay Kumar	68800	23392	92192	0	0	200	1000	0	400	0	93792
45	Prof. Rajinder Singh	64900	22066	86966	0	0	200	900	0	400	0	88466
46	Prof. Surender Kumar	63000	21420	84420	0	0	200	900	0	0	0	85520
47	Prof. Sanjay Kumar	61200	20808	82008	0	0	200	0	0	0	0	82208
48	Prof. Sapna Kumari	63000	21420	84420	0	0	200	900	0	0	0	85520
49	Prof. Nitika Chaudhary	61200	20808	82008	0	0	200	0	0	0	0	82208
50	Prof. Abhinav Sharma	59400	20196	79596	0	0	200	800	0	0	0	80596
51	Prof. Kanika Kaundal	59400	20196	79596	0	0	200	800	0	0	0	80596
52	Prof. Amit Sharma	59400	20196	79596	0	0	200	800	0	400	0	80996
53	Prof. Hem Suman Jauwal	59400	20196	79596	0	0	200	0	0	0	0	79796
54	Prof. Sanjay Chaudhan	59400	20196	79596	0	0	200	800	0	0	0	80596
55	Prof. Neena Kumari	59400	20196	79596	0	0	200	800	0	0	0	80596
56	Prof. Kalpna Bhansdari	61200	20808	82008	0	0	200	900	0	0	0	83108
57	Prof. Shilpa Thakur	34620	0	34620	0	0	0	0	0	0	0	34620

Non Teaching Staff

1	Chander Suman	71100	24174	0	0	0	0	0	0	95474
2	Rajinder Kumar (SLA)	53900	18326	0	0	0	900	0	0	73326
3	Lata Kumari Sharma	48800	16592	0	0	0	0	0	0	65592
4	Sumil Kumar	46000	15640	0	0	0	700	0	0	62940
5	Rakeah Verma	46200	15708	0	0	0	800	0	0	62908
6	Amar Singh (LA)	44800	15232	0	0	0	800	0	0	61432
7	Vikas Sharma	38800	13192	51992	0	0	600	0	0	52792
8	Kumari Ranjana (Clerk)	37500	12750	50250	0	0	600	0	0	51050
9	Socho Devi (LA)	32100	10914	43014	0	0	500	0	0	44114
10	Pradeep Kumar	33100	11254	44354	0	0	300	0	0	44854
11	Taro Devi	28800	9792	38592	0	0	500	0	190	39882
12	Vinod Kumar (LA)	30300	10302	40602	0	0	500	0	0	41702
13	Vijay Kumar (LA)	27900	9486	37386	0	0	400	0	0	37986
14	Meena Devi	22800	7752	30552	0	0	300	0	190	31642
15	Dina Nath	21500	7310	28810	0	0	300	0	190	29900
16	Shiv Kumar	21200	7208	28408	0	0	0	0	0	29008
17	Tej Ram	21500	7310	28810	0	0	300	0	190	29900
18	Sanita Devi	18500	6290	24790	0	0	0	0	190	25580
19	Neelam Kumari	18500	6290	24790	0	0	300	0	190	25880
20	Sameena Begam	18000	6120	24120	0	0	300	0	190	25210
21	Maya Devi	18000	6120	24120	0	0	300	0	190	25210

Monthly remuneration received by each HEIS employee (as on June 2023):

Teaching Staff

Sr. No.	Name	Amt. Payable
1	Sh. Sushil Kumar	30000
2	Mr.Govind Gopal	30000
3	Ms.Chandresh	30000
4	Ms. Bhanupriya	30000
5	Ms.Sandesh Kumari	30000
6	Smt.Shilpa Bajaj	30000
7	Sh. Pankaj Kumar	28000
8	Smt. Madhuri Gupta	28000
9	Smt. Shilpa Soni	28000

Non-Teaching Staff

1	Sh Kamal Dev, Computer Operator	15500
2	Sh. Jagbir Singh, LA	11440
3	Sh. Subhash Chand ,Peon	11000
4	Sh. Nek Ram, Sweeper	10560
5	Sh. Suneel Kumar, Computer Operator	18000
6	Sh. Goldy Pal	13200
7	Sh.Anil Kumar LA	12320

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.

BBA Fund				
Financial Year	Opening Balance	Income	Expenditure	Closing Balance
2017-18	2751872	1905623	1406741	3250754
2018-19	3250754	1645767	1838974	3057547
2019-20	3057547	1777206	2322243	2512510
2020-21	2512510	978502	1315141	2175871
2021-22	2175871	2923807	1450961	3648717
2022-23	3648717	2116821	1786494	3979044
BCA Fund				
Financial Year	Opening Balance	Income	Expenditure	Closing Balance
2017-18	1564323	1443895	1249904	1758314

2018-19	1758314	1365992	1260595	1881440
2019-20	1881440	1467936	1999974.2	1349401.8
2020-21	1349401.8	814254	1710568	453087.8
2021-22	453087.8	2988859	2761367	690349.8
2022-23	690349.8	2046347	1837559	910793.8
PGDCA Fund				
Financial Year	Opening Balance	Income	Expenditure	Closing Balance
2017-18	817610	559390	670008	706992
2018-19	706992	490324	789283	408033
2019-20	408033	555276	704453	258856
2020-21	258856	5454	114262	150048
2021-22	150048	690225	698985	141288
2022-23	141288	643151	773416	11023
HEIS Fund				

Financial Year	Opening Balance	Income	Expenditure	Closing Balance
2017-18	648468	370461	283323	735526
2018-19	735526	3164848	1950914	1951460.71
2019-20	1951460.71	896924	863264.32	2029365.39
2020-21	2029365.39	119121	173641.1	1938844.3
2021-22	1938844.3	214192	21177.3	1942859.99
2022-23	1942859.99	274285	1400996.95	2068751.04

RUSA Fund

Financial Year	Opening Balance	Income	Expenditure	Closing Balance
2017-18	2403649	41536	1742532	278078
2018-19	278078	50056183	1054235	3773748
2019-20	3773748	84209	3775080	8287616
2020-21	8287616	10175461	5000017	2264565
2021-22	2264565	39144	2403709	NIL

2022-23	NIL	NIL	NIL	NIL
Equity Fund				
Financial Year	Opening Balance	Income	Expenditure	Closing Balance
2017-18	NIL	290522	NIL	290522
2018-19	290522	NIL	240740	49782
2019-20	49782	56434	83445.31	22770.69
2020-21	22770.69	NIL	19998	2772.69
2021-22	2772.69	NIL	2767	5.69
2022-23	5.69	NIL	NIL	5.69
AF Fund				
Financial Year	Opening Balance	Income	Expenditure	Closing Balance
2017-18	7477331	2559783	3346712	2361552
2018-19	2361552	1841585	4080558	59109
2019-20	1259109	1876713	2807657	397365

2020-21	397365	2190385	281696	2315371
2021-22	2315371	2682681	1480417	2849662
2022-23	2849662	2755633	4310120	1362223
UTKRIST Mahavidhyalya Fund				
Financial Year	Opening Balance	Income	Expenditure	Closing Balance
2021-22	NIL	10000000	10000000	NIL

PTA Fund				
Financial Year	Opening Balance	Income	Expenditure	Closing Balance
2017-18	2371874	1081884	768481	3713998
2018-19	3713998	2184194	1201998	4710308
2019-20	4710308	2382700	2433338	4903422
2020-21	4903422	2001357	1310448	5751467
2021-22	5751467	1929949	2156327	7328809
2022-23	7328809	3530896	2006720	7849649

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 Uttkrisht ChhatravrittiYojna for Post Plus Two Students:** The Indira Gandhi *UttkrishtChhatravrittiYojna* 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 Balmiki Chattarvriti Yojna:** The scholarship under this scheme is @ Rs.9000/- per year given to the Bonafide Himachali 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.

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- **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.

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:

- Relaxation of age for SC, ST and women candidates for admission.
- Lower qualifying marks are provided for SC/ST students for admission.
- Exemption from tuition fee for the Bonafide Himachali girl students.

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://www.gchamirpur.org/>

A lot of information about the college is available on the website. 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. 0197222227) 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:

NSCBM Government College Hamirpur , District Hamirpur, Himachal Pradesh - 177005

Public Information Officer

Name and Designation of Officer	Phone Number		Postal Address
	Office	Home/ Mobile	
Dr. Pramod Patial, Principal	0192-222227	94180-21622	NSCBM Government College Hamirpur, District Hamirpur, Himachal Pradesh -177005

Assistant Public Information Officers

Smt. Pawna Sharma	0192-222227	94184-54969	NSCBM Government College Hamirpur, District Hamirpur, Himachal Pradesh -177005
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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.