



Sat Jinda Kalyana College, Kalanaur

NH 709, Kalanaur Kalan, (Rohtak) Haryana 124113

Contact : 01258 222 439(Off.), +91-8607022439(Mb.)

Email : sjkc@rediffmail.com, Website : www.sjkc.ac.in

NAAC ACCREDITATION -2022 Cycle 3

CRITERION 6

Governance, Leadership and Management

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

1. List of administrative committees
2. Link to the M.D. University rules and DGHE, Haryana rules
3. Supporting documents of adherence to the rules
 - a. Revised criteria for appointment
 - b. Advertisement for appointment
4. Policy Document of Grievance Redressal Cell

Submitted to



National Assessment and Accreditation Council

The duties mentioned against each faculty members shall come into force with immediate effect. Convener/Incharges of various committees are requested to note down the name of faculty members associated with them. Ex-Convener/Incharges are requested to hand over the charge, if any, to new incumbents immediately.

1	College Council (Academic) 1. Ms. Sunita Sachdeva (Co-ordinator) 2. Dr. Indu Pal 3. Dr. R.K.Bhaskar 4. Mrs. Urmila Dalal	8	RUSA/UGC Committee 1. Dr. J.K.Sharma (Convener) 2. Dr. Ritu Lall 3. Sh. Gurvinder Singh 4. Dr. Vikas Kumar 5. Sh. M.S.Sharma
2	IQAC 1. Ms. Sunita Sachdeva (Co-ordinator) 2. Dr. R.K.bhaskar 3. Dr. J.K.Sharma 4. Dr. Sushma Sharma 5. Dr. Ritu Lall (1) Mr Gurbinder Singh 6. Dr. Usha Chawla (ii) Ms Manasa Rai 7. Sh. Sanjay Khitha	9	Library Advisory & Book-Bank Committee 1. Dr. J.K. Sharma (Convener) 2. Dr. Deepa Juneja 3. Dr. Satish Narwal 4. Librarian
3	Purchase Committee 1. Dr. R.K.Bhaskar (Convener) 2. Mrs. Urmila Dalal 3. Dr. Satish Narwal	10	Youth Red Cross & Red Ribbon Club Dr. Shalini Sharma (Counselor) Advisory Committee 1. Dr. Vikas Kumar (NCC) 2. Dr. Deepa Juneja (NCC) 3. Mrs. Poonam Adhlakha (NSS-II) 4. Dr. Satish Narwal (NSS-I)
4	SC/ST & Minority Cell 1. Dr. Mamta Rani (Convener) Advisory Committee 1. Dr. Shalini Sharma 2. Sh. Gurvinder Singh	11	Press/Media 1. Dr. Mamta Rani 2. Dr. Manasa Rai 3. Dr. Umesh Kumar
5	Hospitality Committee 1. Dr. Sushma Sharma 2. Dr. Usha Chawla 3. Ms. Poonam Adhlakha 4. Dr. Umesh Kumar 5. Ms. Payal Gulati 6. Ms. Sonia	12	Youth Festival Mrs. Umila Dalal (Convener) 1. Dr. J.K.Sharma (Symposium, 2. Dr. Shalini Sharma Debate/Poetry, 3. Dr. Manasa Rai English) 4. Dr. J.K.Sharma Debate(Hindi) 5. Dr. Vikas Kumar 6. Dr. Shalini Sharma (Skit/Mime) 7. Dr. Satish Narwal Harish Chander 8. Dr. Mamta Rani (Poetry Haryanvi) 9. Dr. Usha Chawla (Poetry Hindi) 10. Dr. Vikas Kumar 11. Dr. Usha Chawla (Poetry Urdu) 12. Dr. Ritu Lall 13. Dr. Mamta Rani 14. Dr. Deepa Juneja 15. Dr. Umesh Kumar (Shalokacharan/ Declamation-Skt 16. Sh. Gurvinder Singh (Punjabi Poetry)
6	College Dispensary/First Aid 1. Dr. Sushma Sharma 2. Sh. Gurvinder Singh 3. Mrs. Poonam Adhlkaha		
7	College Magazine Committee 1. Dr. Usha Chawla (Chief Editor) 2. Dr. Ritu Lall 3. Dr. Shalini Sharma 4. Dr. Vikas Kumar 5. Dr. Deepa Juneja 6. Dr. Umesh Kumar 7. Ms. Sonia		

13	Building, Committee & Beautification of Camp us	24	Extra Co-Curriculum Activities
	1. Dr. Indu Pal (Convener) 2. Dr. J.K.Sharma 3. Dr. Satish Narwal		1. Dr. Indu Pal 2. Mrs. Urmil Dalal 3. Dr. Shalini Sharma
14	Shamiana & Seating Arrangement Committee	25	NSS Officer
	1. Dr. J.K. Sharma (Convner) 2. Dr. Satish Narwal 3. Mr. Harish Chander 4. Ms. Sonia		1. Dr. Satish Narwal (Boys Unit-I) 2. Mrs. Poonam Adhlakha (Gils Unit-II)
15	NCC Officer	26	N.S.S.Advisory Committee
	1. Dr. Vikas Kumar (Boys Unit) ANO 2. Dr. Deepa Juneja (Girls Incharge)		1. Dr. Usha Chawla (Convener) 2. Dr. Mamta Rani 3. Mrs. Poonam Adhlakha 4. Dr. Satish Narwal
16	Allumni	27	Personality Development & Counselling Cell
	1. Dr. Ritu Lall (Convener) 2. Dr. Deepa Juneja 3. Dr. Umesh Kumar		Ms. Sunita Sachdeva
17	P.T.M	28	Grievance Cell
	1. Dr. Sushma Sharma (Convener) 2. Dr. Umesh Kumar 3. Ms. Payal gulati		1. Ms. Sunita Sachdeva 2. Dr. Indu Pal 3. Dr. R.K.Bhsakar 4. Ms. Arpeeta
18	Legal Literacy Cell	29	Discipline Committee
	1. Dr. Vikas Kumar (Convener) 2. Dr. Satish Narwal 3. Dr. Suman		1. Ms. Sunita Sachdeva (Convener) 2. Dr. R.K.Bhaskar 3. Mrs. Urmila Dalal 4. Dr. Shalini Sharma 5. Dr. Mamta Rani 6. Dr. Satish Narwal 7. Dr. Suman 8. Sh. Harish Chander 9. D.P.E.
19	Bursar	30	Prospectus Committee
	Sh. Gurvinder Singh		1. Dr. Shalini Sharma (Convener) 2. Dr. Vikas Kumar 3. Dr. Manasa Rai
20	NAAC COMMITTEE	31	Fee Concession Committee
	1. Dr. R.K.Bhaskar (Convener) 2. Dr. Ritu Lall 3. Dr. Shalini Sharma 4. Sh. Gurvinder Singh 5. Dr. Mamta Rani		1. Dr. R.K.Bhaskar 2. Dr. Usha Chawla 3. Dr. Vikas Kumar
21	House Exam Cell	32	Canteen Committee
	1. Dr. Indu Pal 2. Mrs. Urmil Dalal		1. Mrs. Urmila Dalal 2. Sh. Satish Kumar 3. Dr. Umesh Kumar
22	Women Cell & Sexual Harassment Cell	33	Time Table Committee & EDUSAT
	1. Dr. Ritu Lall (Convener) 2. Dr. Usha Chawla 3. Sh. Gurvinder Singh 4. Dr. Mamta Rani 5. Dr. Umesh Kumar		1. Mrs. Urmila Dalal 2. Ms. Sonia
23	Income Tax		
	1. Dr. R.K.Bhaskar 2. Mrs. Poonam Adhlakha		

34	Earn While You Learn 1. Dr. Sushma Sharma 2. Dr. Suman 3. Ms. Payal Gulati	43	Sports & Gym Advisory Committee 1. Dr. Deepa Juneja 2. Dr. Umesh Kumar 3. D.P.E.
35	Environmental Club 1. Dr. Usha Chawla 2. Mrs. Poonam Adhlakha 3. Dr. Satish Narwal	44	Employment/Placement/Information Cell 1. Dr. Deepa Juneja 2. Dr. Satish Narwal 3. Dr. Manasa Rai
36	A.S.P.I.O 1. Dr. Sushma Sharma 2. Sh. M.S.Sharma	45	Stage Secretary 1. Dr. Indu Pal 2. Dr. Shalini Sharma 3. Dr. Vikas Kumar 4. Mrs. Poonam Adhlakha
37	Decoration Committee 1. Dr. Shalini Sharma 2. Dr. Mamta Rani 3. Dr. Satish Narwal 4. Dr. Suman 5. Mrs. Yogita	46	Planning Board 1. Ms. Sunita Sachdeva (IQAC Coordinator) 2. Dr. R.K.Bhaskar (NAAC Coordinator) 3. Dr. J.K.Sharma (UGC/Rusa Coordinator) 4. Sh. Gurvinder Singh (Bursar) 5. Sh. M.S.Sharma (Hc/Acctt.)
38	Photography 1. Dr. Usha Chawla 2. Mrs. Poonam Adhlakha 3. Dr. Umesh Kumar	47	Website 1. Dr. Manasa Rai 2. Ms. Nisha Rani 3. Ms. Sonia
39	Anti Corruption 1. Sh. Gurvinder Singh 2. Dr. Vikas Kumar 3. Dr. Manasa Rai	48	Road Safety Club 1. Dr. Deepa Juneja (Incharge) 2. Mrs. Poonam Adhlakha 3. Dr. Satish Narwal 4. Ms. Payal Gulati
40	Voter Awareness 1. Dr. Sushma Sharma 2. Dr. Satish Narwal 3. Mrs. Yogita	49	Out reach Programme 1. Dr. Indu Pal 2. Dr.J.K.Sharma 3. Dr. Ritu Lall
41	NODAL Officer PRAN 1 Dr. Deepa Juneja		Advisory Committee 1. Mrs.Shalini Sharma (YRC Counsellor) 2. Dr. Vikas Kumar (NCC Officer Boys) 3. Dr. Deepa Juneja (NCC Officer Girls) 4. Dr. Satish Narwal (NSS Officer Boys) 5. Mrs. Poonam Adhlakha (NSS Officer Girls)
42	Online Admission 1. Dr. R.K.Bhaskar-Nodal Officer 2. Dr. Manasa Rai 3. Sh. Sanjay Kumar-Clerk 4. Sh. Naresh Kumar-Clerk	50	Entrepreneurship Development Club (EDC) 1. Dr. R.,K.Bhaskar 2. Mrs. Urmil Dalal 3. Sh. Gurvinder Singh 4. Dr. Vikas Kumar 5. Dr. Deepa Juneja 6. Dr. Manasa Rai
		51	Lesson Plan. Review Committee 1. Ms. Sunita Sachdeva (Convener) 2. Mrs. Urmila Dalal 3. Dr. J.K.Sharma
		52	Printing Committee 1. Dr. Indu Pal (Convener) 2. Dr. Shalini Sharma 3. Sh. Gurvinder Singh 4. Dr. Vikas Kumar

Coordinator
IQAC

S.J.K. College, Kalanaur

Principal

Sat Jinda Kalyana College
Kalanaur (Rohtak) Haryana

Principal

Sat Jinda Kalyana College, Kalanaur (Rohtak)

The college strictly adheres to all the service rules and conduct rules contained in the University calendar of M.D. U., Rohtak and the Govt. of Haryana.

1. Link to the Acts/Statutes and Ordinances of the affiliating university, MDU, Rohtak.

<https://mdu.ac.in/defaultMatter.aspx?PageId=48>

2. Link to the Acts and rules of Department of Higher Education, Haryana

<https://www.highereduhry.ac.in/ActsandRules>

From

Principal Secretary Govt. of Haryana,
Higher Education Department,
Haryana, Chandigarh.

Appointment rule file
28/3/17

To

✓ All The Principals,
Govt. Aided Private Colleges in State of
Haryana

Memo No. KW 8/36-2009 C-IV(3)

Dated, Panchkula the 14.03.2017

Subject: Revised criteria for filling up of vacant sanctioned posts of
Assistant Professors and Principals in Govt. Aided Private
Colleges of Haryana.

Kindly refer to the subject cited above.

The revised criteria for the selection of Assistant Professors and
Principals in the Govt. Aided Private Colleges of Haryana has been approved by
the State Govt. The copy of the revised Criteria is enclosed herewith for further
necessary action.

Angar Singh
Superintendent C-IV
O/o Principal Secretary to Govt. Haryana,
Higher Education Department,
Haryana.

Endst. No. Even

Dated, Panchkula

A copy is forwarded to the followings for information and necessary action:-

1. Registrar, Kurukshetra University, Kurukshetra.
2. Registrar, Maharishi Dayanand University, Rohtak.
3. Registrar, Ch. Devi Lal University, Sirsa.
4. Registrar, Ch. Ranbir Singh University, Jind.

[Signature]
Coordinator
QAC
S.J.K. College, Kalanaur

Self
Superintendent C-IV
O/o Principal Secretary to Govt. Haryana,
Higher Education Department,
Haryana.


[Signature]
Principal
Sat Jinda Kalanaur College
Kalanaur (Rohtak) Haryana

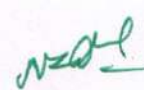
Classifieds/tenders

HINDUSTAN TIMES, NEW DELHI
TUESDAY, JULY 26, 2016

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK) HARYANA

Applications for following posts of General Category are invited : Principal-1, Assistant Professors-Commerce-2, Economics-1, Physical Education-1 & Librarian-1 on regular basis on prescribed application form available in the college office on payment of Rs. 500/- or through DD. Qualifications, criteria, experience, reservation, age relaxation and grade as prescribed by the Govt. of Haryana/M.D. University, Rohtak. The application complete in all respect should reach the undersigned with 21 days of the publication of this advertisement i.e. upto 16.08.2016 with a copy to Dean, College Development Council, M.D. University, Rohtak (Haryana). President
01258-222439, 8607022439


Coordinator
IQAC
S.J.K. College, Kalanaur


Principal
Sat Jinda Kalyana College
Kalanaur (Rohtak) Haryana

6-2-2A26072016



SAT JINDA KALYANA COLLEGE, KALANAUR-124113 (ROHTAK)

Phone: 01258-222439, 223039, 8607022439 e-mail: sjkc@rediffmail.com
Accredited 'B' grade by NAAC www.sjkckalanaur.com

AFFILIATED TO MAHARSHI DAYANAND UNIVERSITY ROHTAK (HARYANA)

Applications for the post of Assistant Professor in English (01-General) and Economics (01-General) on regular basis are invited on prescribed application form available in the college office on payment of Rs. 500/- or by sending Bank Draft of Rs. 550/- in favour of Principal, S.J.K.College, Kalanaur (Rohtak) payable at Kalanaur. The applications complete in all respect should reach in the office of the undersigned within 21 days of the publication of this advertisement i.e. upto 07.10.2019 with a copy to the Dean, College Development Council, M.D. University, Rohtak (Haryana).
Qualifications, criteria, experience, reservation, age relaxations and pay scale as prescribed by the Govt. of Haryana/M.D. University, Rohtak.

The candidates who applied for the post of Assistant professor in Economics in response to our previous advertisement should apply again, if interested.

PRESIDENT



SAT JINDA KALYANA COLLEGE, KALANAUR-124113 (ROHTAK)

Phone: 01258-222439, 223039, 8607022439 e-mail: sjkc@rediffmail.com
Accredited 'B' grade by NAAC www.sjkckalanaur.com

AFFILIATED TO MAHARSHI DAYANAND UNIVERSITY ROHTAK (HARYANA)

Applications for the post of Assistant Professor in English (01-General) and Economics (01-General) on regular basis are invited on prescribed application form available in the college office on payment of Rs. 500/- or by sending Bank Draft of Rs. 550/- in favour of Principal, S.J.K.College, Kalanaur (Rohtak) payable at Kalanaur. The applications complete in all respect should reach in the office of the undersigned within 21 days of the publication of this advertisement i.e. upto 07.10.2019 with a copy to the Dean, College Development Council, M.D. University, Rohtak (Haryana).
Qualifications, criteria, experience, reservation, age relaxations and pay scale as prescribed by the Govt. of Haryana/M.D. University, Rohtak.

The candidates who applied for the post of Assistant professor in Economics in response to our previous advertisement should apply again, if interested.

Principal

PRESIDENT

Coordinator
IQAC
S.J.K. College, Kalanaur

Sat Jinda Kalyana College
Kalanaur (Rohtak) Haryana

SAT JINDA KALYANA COLLEGE, KALANAURGRIEVANCE REDRESSAL CELLPOLICY DOCUMENT

The college has a grievance redressal cell to redress the grievances of the staff and students related to academic and non-academic matters, health services, library and other central services rendered by the institution. Student and staff can approach the grievance cell to voice their grievances regarding any issues as stated above. Although anti-ragging cell and anti-sexual harassment cell are in place, the students may bring incident of related issues to these committee directly. The grievance redressal cell will ensure speedy action in this regard.

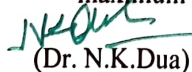
OBJECTIVE OF THE COMMITTEE (CELL)

- The purpose of this cell is to ensure speedy response to the grievances and to fix accountability of all concerned to the students of the college.
- To redress the grievance of its stakeholders by sorting out the problems promptly and judiciously.
- To create pleasant, environment and good work culture with an inbuilt goodwill and mutual understanding.
- To create harmonious relationship among its stakeholders.
- To encourage students to express their grievance/problems without any fear of discrimination and victimization.
- Counseling students to refrain provoking their fellow students against faculty and other staff.

MECHANISM TO REDRESS THE GRIEVANCE


The institution has created a mechanism for redressed of students grievances with in a stipulated time.

- A complaint/suggestion box is installed in front of administrative block. Students can put their complaint in the box if he/she wants to give his/her complaint in writing.
- The box is transparent and is opened whenever a complaint is observed.
- Contact numbers of committee members are displayed at various places through flex boards. An aggrieved student can also contact any member telephonically.
- Students can talk about his/her grievance to the mentor verbally or give in writing if he/she is comfortable. Most of the time the problems are solved unrecorded.
- In case if mentor is not able to solve the problem it is forwarded to the grievance cell.
- The chairperson then convenes a meeting of committee members within two days of receiving a complaint through mentor or directly from aggrieved students.
- The committee shall verify the facts and shall either endorse the decision of mentor or shall take an appropriate decision and convey to mentor or/and student.
- At all levels natural justice shall be observed and a fair hearing is given all parties.
- The committee shall resolve the problem as soon as possible or within a maximum period of 7 days.


(Dr. N.K. Dua)

Principal
Sat Jinda Kalyana College
Kalanaur (Rohtak) Haryana


Coordinator
IQAC
S.J.K. College, Kalanaur


Principal
Sat Jinda Kalvana College
Kalanaur (Rohtak) Haryana