

**Maharana Pratap Govt. Degree College, Amb**  
**District, Una H.P. -177203**



**Co-Educational Institution**

**Affiliated to Himachal Pradesh University Shimla – 5**

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**Information Handbook under the Right to**  
**Information Act 2005**

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

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## INTRODUCTION

Maharana Pratap Govt. Degree College Amb being a public authority as defined in Section 2(h) and in pursuance of provisions of Section 4 (1) (b) of the 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 to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled, or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Maharana Pratap Govt. Degree College Amb and related information.

This Information Handbook is divided into 17 manuals.

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

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

### PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

#### VISION

##### **'To Strive, To Seek, To Find & Not To Yield'**

The college has vision to create a cadre of motivated and prospective individuals who become forerunners of change through need based and value-based education.

To open up new vistas of teaching and learning with the vision of academic freedom and institutional autonomy.

Having completed education in the portals of this college, we wish, our products become good human beings and law-abiding citizens making lofty contributions in the various spheres of activities.

#### MISSION

The mission of our college is to

Create a student friendly, progressive, and creative environment ideal for teaching, learning and evaluation catering to the needs of public sector, private sector and all other stakeholders.

Upholding the social, moral and human values

To provide rural youth educational opportunities that emphasize skills and knowledge that will allow them to adjust through a lifetime of social and technological change.

The college is committed to offer quality education to its students and to assist them in discovering their leadership qualities and to fulfil their educational goals.

#### OBJECTIVE

In order to fulfil this mission, the institute sets forth the following objectives which reflect the overall goals of the college

To provide the students with a background of job skills which enhance their employability.

To provide students with management and soft skills which contribute to success in their careers and in their personal lives.

To make available our students the activities, services and experiences which foster personal growth and leadership qualities and assist them in their social and academic pursuits as well as in ethical and moral values.

To impart our students the quality education in science, humanities, management and IT studies and also to sensitize them towards inclusive social concerns, environmental issues and human rights.

To cultivate the spirit of nationalism among students through various projects and extra-curricular activities and to make students aware of the various policies, plans and schemes of the government which they can avail.

## About our College

Started in August, 1970, the erstwhile National College was taken over by the Govt. of Himachal Pradesh on 18th June, 1997 and re-christened as Maharana Pratap Govt. Degree College, Amb. The institution offers undergraduate courses in Humanities, Science (Medical & Non-Medical), and Commerce. The institution is also running Post-Graduate degree courses in English and Commerce. To cater to the need for professional courses, the college administration in consonance with the spirit of the modern cyber age took a visionary decision in the session 2010-2011 to introduce BBA, BCA & PGDCA courses under the banner of Self-Finance Scheme. Presently, these courses are being run by the Higher Education Institute Society (HEIS) which is a registered body.

Situated 32 km away from district headquarters on Una- Dharamshala Highway at the footsteps of the the holy shrine of "Maa Chintpurni", the College is an ideal place for learning. It has a splendid complex with spacious and airy classrooms, a rich library, well-equipped laboratories for science students, two units of NCC (Boys and Girls) & two units of NSS (Boys and Girls), a UGC Resource Centre, one smart classroom well-equipped with projectors & latest i-Lectern podium, a Hardware & Maintenance computer lab and two Computer laboratories with LCD projectors, a gymnasium, canteen, a Career Guidance & Placement Cell.

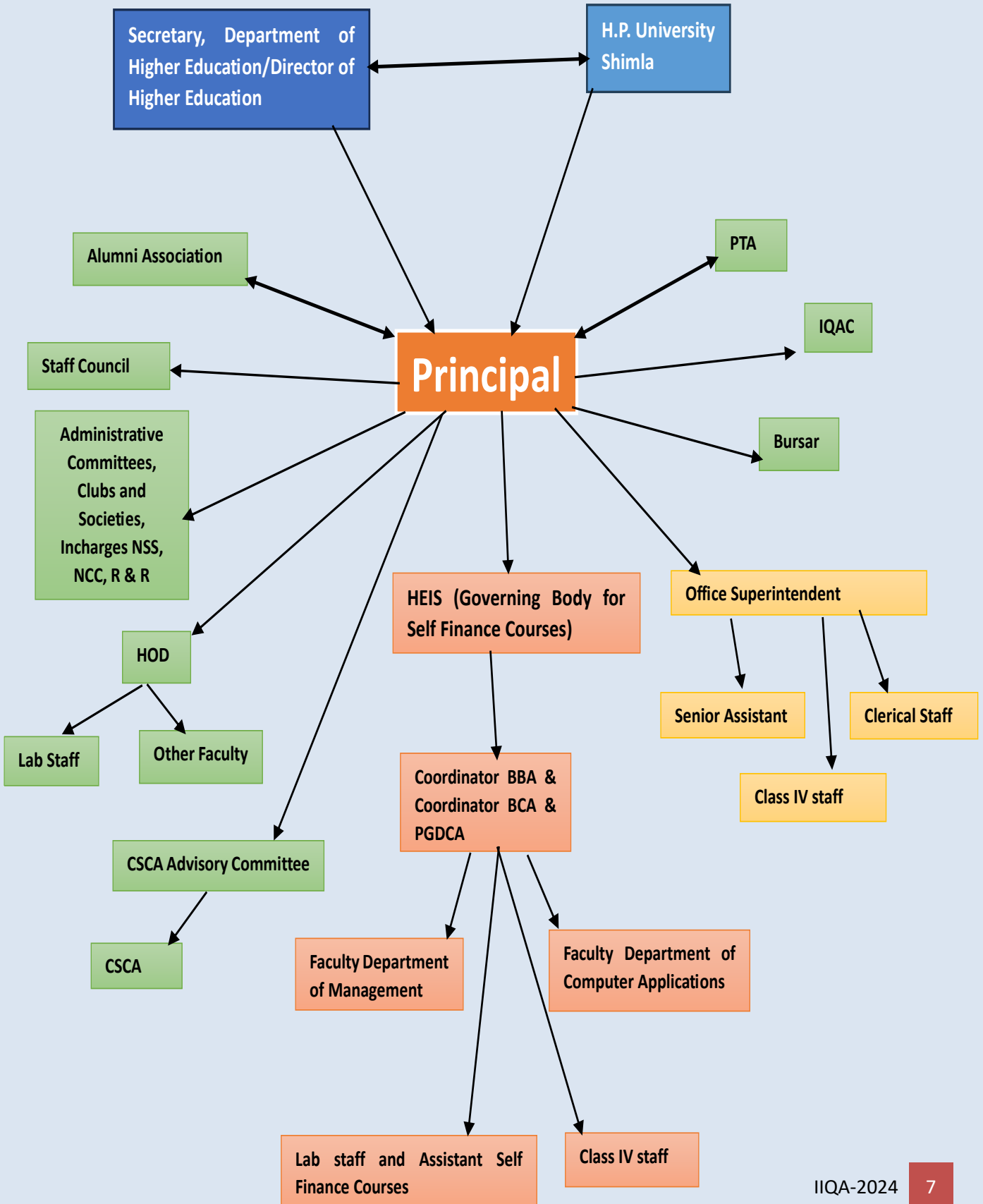
Living up to the expectations of the people of the area, the college has been making a remarkable contribution to the sphere of education right from the day of its establishment. Landmark achievements of the college during all these years speak volumes for its horizontal and vertical growth. Owing to the phenomenal success and growth rate, our college today ranks among the best colleges in the state.

### Services being provided by the College:

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

- The college offers facilities for pursuing under-graduate courses in arts, science, and commerce viz. B.A., B.Sc. and B.Com.
- The college offers facilities for pursuing post-graduate courses viz. M.A. English and M.Com.
- The college provides B.B.A, B.C.A. and P.G.D.C.A. under Self-Financing mode.
- The National Service Scheme and other societies are a part of the College's ongoing endeavour to contribute to the society.
- Mentoring and counselling – Keeping in view the changing scenario, mentoring and counselling is provided wherever needed by the faculty to the students of the College.
- Rovers and Rangers.
- NCC.
- Skill Development Courses

Figure 1: Hierarchical Organisational Structure and Decision-Making Process





**The expectation of the College from the public for enhancing its effectiveness and efficiency:**

The College anticipates receiving impartial and considerate support from both the populace of the nation and stakeholders directly engaged in the College's activities. Furthermore, public support is actively sought to uphold decorum, legality, and orderliness within the College premises and its environs.

**Redressal of Grievances:**

The College is committed to fostering an inclusive environment among its staff, students, and stakeholders, acknowledging the potential for conflicts within organizational settings. Reflective of this commitment, the principal extends an open invitation to all members of the college community to express their concerns directly to him. This approach serves as a proactive mechanism for addressing grievances at the initial stage, particularly at the employee level. Furthermore, the College has established formal grievance forums to address staff concerns comprehensively.

In addressing student grievances, a structured communication channel involving class representatives and teacher guidance is implemented within the classroom setting. Students are encouraged to communicate their complaints to their teacher-mentors, who then relay them to the appropriate body, committee, or the principal. Additionally, the College Students Central Association (CSCA) plays a pivotal role in voicing collective student concerns to the Principal or the CSCA Advisory Committee. Students also have the option to submit their complaints through designated complaint and feedback boxes.

To ensure a comprehensive approach to grievance resolution, the College has instituted several statutory grievance redressal forums, including the Anti-ragging Committee, Women Grievances Committee, Disciplinary Committee, and Grievances Redressal Committee to Prevent Caste Discrimination. These forums not only address specific areas of concern but also actively work towards fostering harmony and preventing future grievances in related domains. All grievances are thoroughly analyzed, and concerted efforts are made to provide effective redressal while mitigating the likelihood of similar issues arising in the future.

**Mechanism of Grievance Redressal**

- Upon receipt of a substantiated complaint, the Principal promptly refers it to the Convenor of the pertinent Committee, stipulating a time-bound schedule for case resolution.
- The Convenor convenes a meeting to deliberate on the complaint, summoning both the complainant and the accused to attend if they so choose. Following a meticulous examination, which includes recording statements from all involved parties and conducting a thorough assessment of the circumstances, the committee arrives at a well-informed conclusion and formulates recommendations for appropriate actions.
- Taking into account the committee's recommendations and exercising discernment, the Principal renders the final decision and communicates it to the complainant. Additionally, actions taken may be publicized on the notice board to serve as a preventive measure in relevant matters.

**Address of the College:**

The Principal, Maharana Pratap Government Degree College Amb, Distt. Una, Himachal Pradesh, Pin Code 177203.

**Working hours of the College:**

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

Regular classes for students take place six days a week within the College. The College adheres to the holiday schedule outlined by the Government of Himachal Pradesh. The vacation periods are observed as follows:

Summer Vacation: 10<sup>th</sup> June to 4<sup>th</sup> July 2022-23 (25 Days)

Diwali Break: 22nd Oct to 26th October 2022 (5 Days)

Winter Vacation: 1st January 2023 to 4th February 2023 (35 Days)

Total vacations for 65 days

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

### POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES

The Principal serves as the chief academic and administrative authority of the College, entrusted with the oversight of its governance, organization, instruction, and overall management.

#### **Powers and Duties of the Principal:**

##### **1. Administrative:**

- a. The Principal is responsible for operating and managing the College in alignment with the authority vested by the Government.
- b. The Principal holds the authority to sanction leave requests for all classes of teaching and non-teaching personnel, except study leave.
- c. The Principal is tasked with preparing the Annual Confidential Reports for the staff.
- d. The Principal is accountable for supervising the coordination of both educational and extracurricular initiatives within the College.

##### **2. Financial:**

- a. The Principal is charged with the duty of identifying and securing all grants or dues owed to the College from the State Government, the University Grants Commission, as well as from other individuals, organizations, and authorities.
- b. The Principal exercises oversight over the finances of the College, including the management of college funds.
- c. The Principal possesses the authority to sanction the remission of fees or fines within the financial constraints established under the relevant regulations.

#### **Powers and Duties of the Teaching Faculty:**

The primary duty of the teaching staff is to deliver instruction in the subjects for which they have been appointed by the government. They are also engaged in examination and evaluation activities. Moreover, committees are established, with members assigned specific responsibilities to fulfill. Additionally, certain staff members may have additional duties as outlined in the college prospectus.

#### **Powers and Duties of the Lab Staff:**

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

#### **Powers and Duties of the Librarian:**

Looks 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.	Sh. Jeet Kumar	Superintendent Grade-I	<ol style="list-style-type: none"> <li>1. Co-ordinating and supervising the working of the ministerial staff in the College.</li> <li>2. Settlement of Inspection Reports and paras.</li> </ol>
2.	Sh. Ravinder Verma	Superintendent Grade-II	<ol style="list-style-type: none"> <li>1. All establishment matters including maintenance of Service Books, Service Records, Leave Account, Pension Cases, Fixation of Pay, and Revision of Scale.</li> <li>2. Assistant Public Information Officer (APIO) under the RTI Act.</li> <li>3. Assembly Questions.</li> <li>4. Building Works.</li> <li>5. Audit of AG HP</li> <li>6. Checking of Government Receipts and Payments (Cash Book)</li> <li>7. Maintenance of PTA Accounts and Registers.</li> </ol> <p>Any other work which the principal may assign.</p>
3.	Sh. Ambrish Dogra	Senior Assistant	<ol style="list-style-type: none"> <li>1. All types of Accounts work.</li> <li>2. Preparation of pay, arrears, and all kinds of other bills including medical, LTC, and advance bills.</li> <li>3. Drawl and disbursement of bills/claims.</li> <li>4. Maintenance of Cash Book and subsidiary registers.</li> <li>5. Maintenance of College funds registers and vouchers.</li> <li>6. Local Audit.</li> <li>7. Any other work as assigned by the Superintendent/ Principal.</li> </ol>
4.	Sh. Om Prakash	(J.O.A. IT)	<ol style="list-style-type: none"> <li>1. Diary work</li> <li>2. Work related to Admission and Examination</li> <li>3. All University matters</li> <li>4. Stock and Store Maintenance.</li> <li>5. Collection of Fees.</li> <li>6. Despatch work</li> <li>7. Absentee statement and realization of absence fine</li> </ol> <p>Any other work which the principal may assign.</p>

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

### PROCEDURE FOLLOWED TO TAKE A DECISION ON VARIOUS MATTERS

- The college's management and decision-making process are characterized by a highly democratic and decentralized approach, involving mutual participative interactions.
- Decisions on various matters are made by the relevant authorities of the college in accordance with the procedures outlined in the rules and regulations of the Government of Himachal Pradesh. Routine administrative decisions are handled at the Principal's level, with the option to consult any staff member as deemed necessary. For significant matters, the Principal seeks the input of relevant committees and may involve the entire staff council.
- The Department of Higher Education/Directorate of Higher Education acts as the policy-making body.
- The Principal serves as the official liaison between the Director of Higher Education and the institution.
- The Institutional Quality Assurance Cell (IQAC) comprises faculty members, educationists, professionals, and philanthropists, contributing to shaping academic policies aligned with national higher education policies, existing priorities, and local needs.
- Input for perspective planning is gathered from the staff council, students, alumni, employers, industries, faculty, and NAAC Peer Team feedback.
- Proposed plans undergo discussion, refinement, and implementation oversight by respective committees, considering resources and potential roadblocks.
- The Principal and the IQAC monitor the efficient implementation of policies, and appropriate financial allocations are prioritized for various schemes.

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

### NORMS SET BY THE COLLEGE FOR THE DISCHARGE OF ITS FUNCTIONS

The College upholds the Norms and Standards prescribed by the respective competent authorities, including the Government of Himachal Pradesh and the University Grants Commission, for relevant activities. In instances where external guidelines are lacking, the College administration establishes and adheres to its own standards. Regular lectures are conducted in accordance with the academic calendar set by the Government.

In the course of its routine operations, the College adheres to a general code, addressing tasks on a day-to-day basis. This methodology is tailored to accommodate the unique demands and priorities of each individual 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 the 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 the 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
- ❖ 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 inspected in the College library and also available on the college website	Smt. Anita Sharma Librarian for inspection & on the website link ( <a href="http://www.mpgcamb.com/wp-content/uploads/2023/10/THE-RIGHT-TO-INFORMATION-ACT-2005.pdf">http://www.mpgcamb.com/wp-content/uploads/2023/10/THE-RIGHT-TO-INFORMATION-ACT-2005.pdf</a> )
2.	Admission brochures/ Prospectus	On payment of the prescribed price/Printing charges & also soft Copy is available on the official website of the college	Mr. Om Prakash, Clerk for purchase of hard copy
3.	Annual Report of the College	May be purchased on payment of the prescribed price or may be inspected in the College library	Mr. Om Prakash, Clerk for purchase of hard copy Smt. Anita Sharma Librarian for inspection
4.	College Magazine "Ambika"	May be purchased on payment of the prescribed price or may be inspected in the College library	Smt. Anita Sharma Librarian for inspection/Viewing and purchase
5.	Documents Relating to Parent-Teachers Association (PTA)	Subject to provisions of the RTI Act	Mr. Amit Kumar Secretary, PTA
6.	Administrative Records: Service Books, Leave Accounts, Attendance Registers, Diary and Dispatch register, Peon Book, General Stock Register, etc.	Subject to provisions of the RTI Act	Sh. Ravinder Verma Superintendent, Office of the Principal



7.	Financial Documents including cash books, ledgers, account registers, passbooks, etc.	Subject to provisions of the RTI Act	Mr. Ambrish Dogra Senior Assistant
8.	Laboratories: Records of material consumable/non consumable	Subject to provisions of the RTI Act	H.O.D. of the respective lab.
9.	Library Books Register	Subject to provisions of the RTI Act	Smt. Anita Sharma 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 the RTI Act	Sh. Sukh Dev & Dr. Sujata, Programme Officers, NSS
11.	Staff Council Minutes Register	Subject to provisions of the RTI Act	Smt. Rekha Sharma, Staff Secretary;
12.	NCC	Subject to provisions of the RTI Act	Sh. Anil Verma (C.T.O.)
13.	R & R	Subject to provisions of the RTI Act	Smt. Sureta & Dr. Rajesh Kumar

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 Building Fund Committee comprises public representatives, the Chairman of NAC Amb, the President of the Parent-Teacher Association (PTA), the President of the College Students Central Association (CSCA), donors, and the Sub-Divisional Officer of Public Works Department (SDO-PWD). Committee members serve a two-year term. Chaired by the Principal, the committee's responsibilities include:
  1. **Approval of Expenditure:** Sanctioning the expenditure for minor projects, renovations, and infrastructure developments.
  2. **Selection of Executive Agency:** Determining the entity responsible for executing the sanctioned projects.
  3. **Financial Audit:** Conducting audits of the building fund to ensure accountability and transparency.
  4. **Meeting Frequency:** Holding committee meetings at least once every six months, with additional meetings scheduled as necessary.
- **Parent Teachers Association (PTA):** The Parent Teachers Association (PTA) is established under sections 2.33 to 2.33.7 of the HP Education Code, 2001, to foster community involvement in education. It serves as a nonpolitical entity aimed at enhancing coordination and communication between parents and teachers to elevate academic standards and infrastructural facilities within the college. Membership in the Parent Teachers Association comprises parents or blood relatives of all enrolled students for the academic session, along with the teaching staff. The General House convenes at least once per year to elect the PTA executive body, which serves for one academic session from June to May. PTA fees are collected concurrently with other fees and funds at the time of admission.
- **Alumni Association:** The Alumni Association Amb(AAA), recently established and registered under the Himachal Pradesh Societies Registration Act, 2006, at SDM Office Amb, bears Registration No. HPCD-15984, dated 19-01-2024. The Alumni Association Amb(AAA) convenes its Annual General Meeting at least once per year. During this meeting, the General House elects the Governing Body of the Association. The typical tenure of the elected Governing Body spans three years.

#### *Composition of the PTA Executive (2023-24 Academic Session)*

Name	Designation	Contact No.
Sh. Darshan Kumar	Chairman	7018432270
Sh. Naresh Barotia	President	9816948911
Sh. Rajesh Kumar	Sr. Vice President	9418049498

<b>Sh. Parvinder Verma</b>	Vice President	9418415462
<b>Sh. Amit Kumar</b>	General Secretary	9418138768
<b>Sh. Hasan Mohammad</b>	Joint Secretary	8988067949
<b>Sh. Rashad Mohammad</b>	Chief Advisor	9816878000
<b>Smt. Pinky</b>	Member	8544732949
<b>Sh. Shere Mukhtiar</b>	Member	9816298520
<b>Smt. Meena Devi</b>	Member	9816226076
<b>Smt. Rekha Sharma</b>	Member	7018756201
<b>Sh. Anay Kumar</b>	Member	9418601913
<b>Smt. Anita Sharma</b>	Member	9816656567
<b>Sh. Ravinder Verma</b>	Treasurer	9418974909

#### Composition of the Governing Body of Alumni Association Amb (AAA)

Sr. No.	Name	Position
1.	Dr. Raman Sharma (Principal)	Chief Patron
2.	Sh. Darshan Kumar Coordinator IQAC	Patron
3.	Mr. Vikas Kashyap Advocate	President
4.	Sh. Maneesh Saroch	Sr. Vice President
5.	Sh. Pankaj Sethi	Vice President
6.	Dr. Pawan Kumar Patial Asstt. Prof.	Vice President
7.	Mr. Amit Kumar Sharma	Gen. Secretary
8.	Mr. Manmohan Sharma	Joint Secretary
9.	Sh. Ravinder verma (Supdt. Grade-II)	Treasurer
10.	Mr. Anil Verma	Sen. Technical Advisor
11.	Sh. Yogesh Gautam	Technical Advisor
12.	Mr. Sunil Sharma	Member

13.	Sh. Sachin Thakur	Member
14.	Sh. Jagmohan	Member
15.	Mr. Ashwani Dhiman	Member
16.	Mr. Sandip Kumar	Member
17.	Mrs. Rekha Sharma Asstt. Prof.	Member
18.	Mrs. Sureta Asstt. Prof.	Member
19.	Dr. Sujata Asstt. Prof.	Member
20.	Mr. Sukhdev	Member
21.	Sh. Vivek Sharma	Member

• **Higher Education Institute Society (Maharana Pratap Govt. Degree College Amb):** The Self-Financing Courses are managed by the 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 bye-laws of the 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 six months.

#### Composition of the Governing Body of the Higher Education Institute Society (HEIS)

Ex-officio Members			
Sr. No.	Designation	Name & Designation	Address
1.	Chairperson	Principal Prof. Darshan Kumar	G.C. Amb
2.	Member	Vice Principal/Senior Most lecturer Prof. Rajesh Kumar	G.C. Amb
3.	Member	Head of the Department two amongst senior most HOD's of Arts, Science & Commerce Prof. Rekha Sharma & Dr. Krishna Sharma	G.C. Amb
4.	Member	PTA President Sh. Naresh Barotia	G.C. Amb
5.	Member	OSA President Sh. Vikas Kasyap	G.C. Amb

6.	Member Secretary & Coordinator BBA	Prof. Amit Kumar	G.C. Amb
7.	Member Coordinator BCA & PGDCA	Prof. Ajay Kumar	G.C. Amb
8.	Member	Mr. Ravinder Verma, Office Supdt.	G.C. Amb
<b>Nominated Member</b>			
9.	Member	Dr.Amarjeet K. Sharma, Director or Director's nominee Dr. Meeta Sharma Principal, Govt.College Una	Directorate of Higher Education, Himachal Pradesh, Shimla-1  Govt.College Una(HP)
10.	Member	One Eminent Educationist Dr. V.K. Dutta Retd. Principal	Professor Colony Amb, Distt.Una(HP)
<b>Co-opted Member</b>			
11.	Member	Sh. Vivek Mahajan, SDM, Amb	Sub-Divisional- Magistrate Amb Distt.Una(HP)
12.	Member	Mrs. Indu Dhiman, Chairman	NAC Amb
13.	Member	Sh. Rajesh Gautam, Chairman, Gurukul Education Society, Amb	Gurukul Education Society, Amb

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

### **COMMITTEES, FACULTIES, DEPARTMENTS, ETC. UNDER THE COLLEGE**

Various committees are periodically established within the College, serving diverse functions. While the meetings of these committees are not accessible to the general public, the principal retains the authority to grant specific permissions for attendance under certain circumstances. Minutes are diligently recorded for most committee meetings, and individuals can obtain copies by adhering to the procedure outlined in the RTI Act. The College Prospectus contains a comprehensive list of these committees, and their composition may be subject to alterations or modifications as necessitated by the principal through official notifications.

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

### DIRECTORY OF OFFICERS AND EMPLOYEES

The office phone no. of the College is 01976260032.

The address of the office: Maharana Pratap Govt. Degree College Amb

Distt. Una H.P. PIN 177203

Sr. No.	First Name	Last Name	Email ID	Designation	Department	Address	Mobile Number
1.	Sh. Darshan	Kumar	kdarshan288@gmail.com	Principal	Chemistry	Principal Residence Govt. College Teachers Colony	9418015414
2.	Smt.Rekha	Sharma	rekha502017@gmail.com	Assistant Professor	Physics	Sri Ram colony, Heera Nagar,Amb	7018756201
3.	Dr Satpal	Singh	singhsatpal.84@rediffmail.com	Assistant professor	Journalism	V.PO KHARAWAR TEHISAL &DISTRICT ROHTAK HARYANA 124021	9418072343
4.	Sh. Sukh	Dev	sdevchauhan894@gmail.com	Assistant Professor	English	V - Bankerh, PO - Batran, T - Nadaun, D - Hamirpur - 177042 (HP)	9418566077
5.	Dr.Suruchi	Sharma	suruchisharma888@gmail.com	Assistant Prof	English	Hari niwas mashobra 2 Shimla7	8894721200
6.	Mr. Amit	Kumar Sharma	ksharma_amitt@yahoo.com	Asstt. Professor	Physics	Heeranagar ,Ward no. 4, NAC Amb Distt. Una (H.P)- 177203	9418138768
7.	Dr. Nitin	Kumar Sharma	nitinbot@gmail.com	Assistant Professor	Botany	VPO JOH, Distt. una HP, 177204	9418777776
8.	Dr Krishna	Sharma	drkrishnasharma76@gmail.com	Assistant professor	Chemistry	VPO Amb, Tehsil Amb, Distt Una, HP 177203	9418155510
9.	Sh Ajay	Kumar	goldiee25@gmail.com	Assistant Professor	Mathematics	VPO & Teh. - Ghanari, Distt. - Una (HP) -177212	9805194114
10.	Sh. Anay	Kumar	anaykumar72@gmail.com	Assistant Professor	Economics	VPO Andoura Upper, tehsil Amb, District una, Himachal Pradesh -177203	9418601913

11.	Dr. Kumari	Sujata	Kumarisujata2608@gmail.com	Assistant Professor	Hindi	VPO Kuneran ,Tehsil Ghanari , Distt UNA (H.P)177219	8091746963
12.	Ms. Vandna	Kaundal	vanukaundal1983@gmail.com	Assistant Professor	English	VPO Amb, Tehsil Amb, Dist. Una, H.P. 177203	9816816531
13.	Mrs. Sureta		suretadeepak@gmail.com	Assistant Professor	Physics	Vill. Dilwan, P.O. Diara, Teh. Amb, Distt. Una. 174316 H.P.	7018593386
14.	Mr Jameet	Kumar	kumarjameet1979@gmail.com	Assistant Professor	Commerce	Vill. Ghagoh PO Rajpur Jaswan Teh. Amb, Distt. Una HP	9599461306
15.	Dr. Pawan	Kumar Patial	paawankpatial@gmail.com	Assistant Professor	Physical Education	Vill. & P. O. Nandpur Tehsil Amb, Distt. Una HP	9418076362
16.	Dr. Rajneesh	Kumar	srajneesh1357@gmail.com	Assistant Professor	Physics	Vill. Baroa P. O Talmehra Teh. Bangana Distt. Una H. P	9418388639
17.	Dr. Rajesh	Kumar	rajeshthakuruna@gmail.com	Assistant Professor	Commerce	VPO Dharamsal Mahantan Khas Teh Amb Dist. Una HP	8894402605
18.	Sh. Anil	Verma	anilverma.iitb@gmail.com	Assistant Professor	Computer Applications	Pratap Nagar Amb Near Sudha Hotel Teh. Amb Dist. Una HP-177203	7018844836
19.	Dr. Arun	Kumar	arunch.925@gmail.com	Assistant Professor	Mathematics	c/o Principal M. P. Govt. College Amb Distt.Una (H.P.)-177203	94188-87925
20.	Dr. Shruti	Kumari	shrut2006@gmail.com	Assistant Professor	Zoology	Opposite DC Residence Una, Himachal Pradesh 174303	8988051889
21.	Mr. Ashish	Kumar	mashishbhardwaj@gmail.com	assistant Professor	Chemistry	Vill Dehan PO Kohdra Teh Bangana Distt Una Pin 174308 HP	9459777150
22.	Ms. Rachna	Sharma	rachna.batal@gmail.com	Assistant Prof.	Music(V)	VPO-Batal,Teh-Arki,Distt.Solan(HP)Pin-173208	8580441179
23.	Dr. Ajay	Sharma	sharmahpsc@gmail.com	Assistant Prof.	Sanskrit	Vill. Kasohal,P.O.Morsinghi,Teh. Ghumarwin,Distt. Bilaspur,174026 HP	8283061849
24.	Dr. Om	Prakash	omprakashchouhan84@gmail.com	Assistant Professor	Chemistry	Vill. Bheri p/o Bharoli Kalan Teh. Jhandutta Distt. Bilaspur pin-174035 HP	9039498914
25.	Ms. Pariksha	Devi	thakurpariksha991@gmail.com	Assistant professor	political science	Heera Nagar Amb Near Hospital Road Teh.Amb Dist.Una HP pin -177203	8894119644
26.	Ms.Suryaman	Chauhan	suryamanchauhan@gmail.com	Assistant Professor	Commerce	C/O Raj Niwas Ward No. 17 New Kather OppositePolice Line P.O. Chambaghat Tehsil and Distt Solan Himachal Pradesh 173213	8988058088



27.	Sh. Ankush	Kumar	ankushkumar.ubs@gmail.com	Assistant Professor	Commerce	House no. 332, Sector 6, Block-A, Eco city - 1, New Chandigarh, District Mohali, Punjab, PIN code - 140901	8437224622
28.	Mrs. Poonam	Sharma	pnms104@gmail.com	Assistant professor	English	VPO Sohari Teh. Bangana Distt. Una (HP)Pin -177039	9805724104
29.	Mrs. Aruna	Rani	aru76220@gmail.com	Assistant professor	History	VPO Daulatpur Chowk, Teh.Ghanari,Distt Una HP 177204	7018290759
30.	Dr. Richu	Kalia	rishavkalia21@gmail.com	Assistant professor	Music(I)	VPO chintpurni Teh. Amb Distt. Una(HP)-177110	9129177771
31.	Ms. Monika		monikajaswal85@gmail.com	Assistant Professor	BCA	V. Pramb PO Kalruhi Teh. Amb Distt. Una(HP) -177203	9882585093
32.	Dr. Vijainder	Singh	vijainderjaswal@gmail.com	Assistant Professor	Business Management	R/O Nagar Panchayat Amb Distt. una H.P 177203	7018536663
33.	Mrs. Renu	Bala	renubala3936@gmail.com	Assistant Professor	BCA	V. Ladoli PO. Panjoa Ladoli Teh. Amb Distt. Una-177211	9816851723
34.	Neha		nehat0252@gmail.com	Assistant Professor	BBA	VPO Ambota Teh. Ghanari Distt. Una (H.P.) - 177205	9816814751
35.	Dr.Harjeet	Singh	Harjeet.thakur@yahoo.com	Assistant Professor	Computer Application	Vill Tiai P.O. Chaksarai Teh. Amb Distt. Una (HP) - 177210	7018328412
36.	Mr. Ashutosh		chaudhary.r7@gmail.com	Assistant Professor	Computer Applications	Village Post-Office and Tehsil Ghanari District Una(H.P.)-177212	9418043257
37.	Mrs. Rekha	Rani	jaswalrekha906@gmail.com	Assistant professor	Business management	vill.athman P.O.Amb Teh. Ghanari Distt.Una (H.P.)177203	7018081560
38.	Sh Jeet	Kumar	jeetbadan66@gmail.com	Superintendentet	Office	Vill & P.O. Bela Teh. Nadaun Distt. Hamirpur PIN 177033	9816756266
39.	Sh. Ravinder	Verma	ravinderverma282@gmail.com	Superintendent G-II	Office	VPO Amb, Ambika Nagar Colony,Teh Amb,Distt.Una177203	9418974909
40.	Mr. AMBRISH	DOGRA	adogra84@live.com	Senior Assistant	Office	Ward No-02, VPO Amb Dt. Una HP-177203	9816660148
41.	Mr Om	Prakash	ophimotkarsh@gmail.com	JOA IT	Office	Vill. Ambehra Dhiraj Tehsil Bangana District Una Himachal Pradesh	9882919123

42.	Mrs Anita	Sharma	as1773099@gmail.com	Librarian	Library	Athwan Road Adarsh Nagar Amb Tehsil Amb Distt. Una (HP)-177203	9816656567
43.	Mr Naini	Pal	nainipalsharma@gmail.com	Assistant Librarian	Library	VPO Ambota Teh. Ghanari Distt. Una(HP) -177205	7807273850
44.	Mrs. Swati	Parasher	swatiparasher77@gmail.com	Assistant librarian	library	Vil: Shivpuri, Teh:Dehra, P.O: Samnoli, Distt: Kangra (H.P)177110	8219502944
45.	Mr Vinod	Kumar	vinodranaambhp@gmail.com	Lab Attendant	Physics	Vill. Adarsh Nagar Amb P.O.Kalruhi Tehsil Amb Distt.Una (H.P.)177203	9805281355
46.	Sh Tarsem	Lal	tarsemlal0868@gmail.com	Lab Attendant	Chemistry	Vill. Ghagoh PO Rajpur Jaswan Teh Amb Distt Una HP	9459256792
47.	Sh. Rakesh	Kumar	rkumar77. la@gmail.com	Lab Attendant	Zoology, Botany	vill. Gangoti P.O. Sapouri Tehsil Amb Distt.Una (H.P.) 177210	8219363939
48.	Mr. Sandeep	Kumar	sk923914@gmail.com	Lab Attendant	BCA	Vill. Bhanjal P.O. Sunkali Teh. Ghanari Distt. Una (HP) - 177219	9816970700
49.	Smt Soma	Devi		Peon	Class IV	Village Ghanari, P.O. Ghanari Tesil Ghanari Distt. Una H.P.	8894365502
50.	Smt. Kamla	Devi		Peon	Class IV	Village Langiana P.O. Jowar Tesil Amb Distt Una H.P.	9805623966
51.	Smt. Bindu	Bala		Peon	Class IV	Village Takoli, P.O. Chowar Tesil Amb Distt, Una H.P.- 177203	8580648704
52.	Mr. Pradeep	Kumar		Peon	Class IV	Village Akrot P.O. Thathal Tesil Amb Distt. Una H.P. - 177211	9805455385
53.	Smt. Priya	Gosawami		Sweeper	Class IV	Village Pratap Nagar Tehsil Amb Distt. Una H.P.- 177203	9459141852
54.	Smt. Santosh	Kumari		Sweeper	Class IV	Village and P.O. Katohar Kalan Tesil Amb Distt. Una H.P.	8219961179
55.	Mrs Sapna	Rani	sapnasood673@gmail.com	clerk	Self-Finance	villegge and Post office Amb, Teh Amb District Una, 177203	
56.	Mrs poonam	sharma	psharma121980@gmail.com	librarian	Self-Finance	Village and post office Katohar Khurd Teh amb distt una 177203	9816064459
57.	Mr. Paramjeet		pk6321113@gmail.com	Sweeper	Self-Finance	Village Baheri, P.O. Chruru Tehsil Amb Distt. Una HP 177211	7807488243

58.	Mr. Balbinder	Pal	balbinderpal02@gmail.com	Sweeper	Self-Finance	Village Baheri, P.O. Chruru Tehsil Amb Distt. Una HP 177211	9816582041
59.	Mr. Shashi	Kumar		Gatekeeper	Self-Finance	Village Baheri, P.O. Chruru Tehsil Amb Distt. Una HP 177211	8219531945

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

### MONTHLY REMUNERATION RECEIVED BY EACH OF ITS EMPLOYEE

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

**Monthly remuneration received by each employee (as on April 2024):**

Sr. No.	Name	Designation	Nature of Appointment	Gross Salary Per Month (Rs.)
1.	Sh. Darshan Kumar	Principal	Regular Government	267644
2.	Smt. Rekha Sharma	Assistant Professor	Regular Government	153152
3.	Dr. Satpal Singh	Assistant professor	Regular Government	107888
4.	Sh. Sukhdev	Assistant Professor	Regular Government	101940
5.	Dr. Suruchi Sharma	Assistant Professor	Regular Government	101540
6.	Sh. Amit Kumar Sharma	Assistant Professor	Regular Government	101540
7.	Dr. Nitin Kumar Sharma	Assistant Professor	Regular Government	98642
8.	Dr. Krishna Sharma	Assistant professor	Regular Government	104714
9.	Sh. Ajay Kumar	Assistant Professor	Regular Government	98642
10.	Sh. Anay Kumar	Assistant Professor	Regular Government	98642
11.	Dr. Kumari Sujata	Assistant Professor	Regular Government	95744
12.	Mrs. Vandna Kaundal	Assistant Professor	Regular Government	87690
13.	Mrs. Sureta	Assistant Professor	Regular Government	87690
14.	Sh. Jameet Kumar	Assistant Professor	Regular Government	83158
15.	Dr. Pawan Kumar Patial	Assistant Professor	Regular Government	87140
16.	Dr. Rajneesh Kumar	Assistant Professor	Regular Government	84656
17.	Dr. Rajesh Kumar	Assistant Professor	Regular Government	85056
18.	Sh. Anil Kumar	Assistant Professor	Regular Government	85156
19.	Dr. Arun	Assistant Professor	Regular Government	85606
20.	Dr. Shruti	Assistant Professor	Regular Government	85156

21.	Sh. Ashish Kumar	assistant Professor	Contract Government	34620
22.	Ms. Rachna Sharma	assistant Professor	Contract Government	34620
23.	Dr. Ajay Sharma	assistant Professor	Contract Government	34620
24.	Dr. Om Prakash	Assistant Professor	Contract Government	34620
25.	Ms. Pariksha	Assistant professor	Contract Government	34620
26.	Ms. Suryaman Chauhan	Assistant Professor	Contract Government	34620
27.	Sh. Ankush Kumar	Assistant Professor	Contract Government	34620
28.	Mrs. Poonam Sharma	Assistant professor	Guest Faculty PTA Local	19160
29.	Mrs. Aruna Rani	Assistant professor	Guest Faculty PTA Local	19160
30.	Dr. Richu Kalia	Assistant professor	Guest Faculty PTA Local	19160
31.	Ms. Monika Jaswal	Assistant Professor	Temporary Self Financing	25050
32.	Dr. Vijainder Singh	Assistant Professor	Temporary Self Financing	25050
33.	Mrs. Renu Kumari	Assistant Professor	Temporary Self Financing	22020
34.	Mrs. Neha Parmar	Assistant Professor	Temporary Self Financing	22020
35.	Dr. Harjeet Singh	Assistant Professor	Temporary Self Financing	20800
36.	Sh. Ashutosh	Assistant Professor	Temporary Self Financing	19590
37.	Mrs. Rekha Rani	Assistant professor	Temporary Self Financing	17600
38.	Sh. Jeet Kumar	Superintendent G-I	Regular Government	125828
39.	Sh. Ravinder Verma	Superintendent G-II	Regular Government	93260
40.	Mr. Amrish Dogra	Senior Assistant	Regular Government	70114
41.	Mr. Om Prakash	JOA IT	Regular Government	28878
42.	Mrs. Anita Sharma	Librarian	Regular Government	177302
43.	Mr. Naini Pal	Assistant Librarian	Regular Government	167628
44.	Mrs. Swati Prashar	Assistant librarian	Regular Government	101765
45.	Mr. Vinod Kumar	Lab Attendant	Regular Government	35124
46.	Mr. Tarsem Lal	Lab Attendant	Regular Government	32817
47.	Mr. Rakesh Kumar	Lab Attendant	Regular Government	66788

48.	Mr. Sandeep Kumar	Lab Attendant	Temporary Self Financing	12770
49.	Smt. Soma Devi	Peon	Regular Government	33520
50.	Smt. Kamla Devi	Peon	Regular Government	27826
51.	Smt. Bindu Bala	Peon	Regular Government	27170
52.	Mr. Pradeep Kumar	Peon	Temporary (PTA)	13600
53.	Smt. Priya Goswami	Peon	Temporary (PTA)	8700
54.	Smt. Santosh Kumari	Sweeper	Temporary (PTA)	8700
55.	Smt. Sapna Sood	clerk	Temporary Self Financing	16470
56.	Mrs. Poonam Sharma	librarian	Temporary Self Financing	15250
57.	Mr. Paramjit	Sweeper	Temporary Self Financing	11340
58.	Mr. Balwinder Pal	Sweeper	Temporary Self Financing	11340
59.	Mr. Shashi Kumar	Gatekeeper	Temporary Self Financing	12070

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

### BUDGET ALLOCATION

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

#### \* State Government Funds

#### Income and Expenditure Statement of State Government Funds

Financial Year	Income	Expenditure
2018-19	10002631	105127
2019-20	346498	9166482
2020-21	53868	2487208
2021-22	10000000	10000000
2022-23	Nil	Nil
2023-24	Nil	Nil

#### Detailed Expenditure Statement (State Government Funds)

Financial year	Salary	Wages	Office Expenditure	Traveling Expenditure	Medical Reimbursement	Medical Reimbursement Retiree
2018-19	29498270	Nil	54599	6225	46058	114783
2019-20	27239329	Nil	9554	43141	75102	1614561
2020-21	28056646	Nil	49711	14484	72602	310739
2022-22	27730408	Nil	49946	1352	134691	120648
2022-23	44444014	Nil	199967	5463	110509	136577
2023-24	49260852	Nil	136109	4998	25106	345888

**\* PTA Funds****Income and Expenditure Statement of PTA Funds**

Financial Year	Income	Expenditure	Closing Balance bank
2018-19	1650405	1270656	2549015
2019-20	3074600	3119900	2503715
2020-21	1266471	1255000	2515186
2021-22	1647074	1169007	2993253
2022-23	1565373	1478871	3079755
2023-24	1302658	1298630	3083783

**Detailed Expenditure statement of PTA Funds**

Financial Year	Salary	Wages	Traveling Expenditure	Developmental Works	Misc.
2018-19	609368	10000	2328	9786	639174
2019-20	718915	600	13174	249570	2137641
2020-21	834366	0	0	107415	313219
2021-22	508218	7700	12281	84000	556808
2022-23	837683	9850	0	46791	584547
2023-24	738632	55133	7000	89980	407885

**Income and Expenditure Statement of Self-Finance Fund**

Financial Year	Income	Expenditure	Closing Balance bank	FDR	Total Closing balance
2018-19	2707776	3033172.2	3593854.24	3701888	7295742.24
2019-20	3263785	4691850.18	2165789.06	6000805	8166594.06
2020-21	3165473	2263837.9	3067424.16	6100000	9167424.16
2021-22	3765603	3418454	3414573.16	6100000	9514573.16
2022-23	4088575	4213012.52	3290135.64	6100000	9390135.64
2023-24	4200448	3438528	4052055.64	6100000	10152055.64

**Detailed Expenditure Statement of Self-Finance Fund**

Financial	Salary	Office Expenditure	Misc.
2018-19	1215902	110307	1706963.2
2019-20	1537310	21937	3132603.18
2020-21	1895168	28596	340073.9
2021-22	2071828	12147	1334479
2022-23	2242098	7009	1963905.52
2023-24	2628048	16574	793906



**College Funds (AF etc.)****Income and Expenditure Statement of College Funds: 2018-19**

Sr. No.	Name of the Fund	Income	Expenditure	Closing Balance (Saving)	FDR	Total Closing Balance
1	Amalgamated fund	2444806	1024379	5330401	5002876	10333277
2	Science Fund	487558	14231	889805	1800000	2689805
3	Library Security fund	97801	400	457487	0	457487
4	Forfeited Library Security fund	22852	0	639479	0	639479

**College Funds (AF etc.)****Income and Expenditure Statement of College Funds: 2019-20**

Sr. No.	Name of the Fund	Income	Expenditure	Closing Balance (Saving)	FDR	Total Closing Balance
1	Amalgamated fund	2707726	858692	6848112	5334199	12182311
2	Science Fund	551803	14641	1328341	1898626	3226967
3	Library Security fund	93119	0	550606	0	550606
4	Forfeited Library Security fund	22740	3640	658579	0	658579

**College Funds (AF etc.)****Income and Expenditure Statement of College Funds: 2020-21**

Sr. No.	Name of the Fund	Income	Expenditure	Closing Balance (Saving)	FDR	Total Closing Balance
1	Amalgamated fund	1126643	164593	1853601	4500000	6353601
2	sports Fund	535690	5880	1042087	1300000	2342087
3	House Examination fund	73240	0	606426	0	606426
4	NCC	23870	18288	55777	0	55777
5	Magazine	91450	49914	406342	0	406342
6	Computer & Internet Facility fund	36580	12612	264376	0	264376
7	I.D Card	18290	0	27152	0	27152
8	Student Welfare Fund	3658	0	54758	0	54758

9	Medical fund	10974	0	173688	0	173688
10	Campus Dev.	18290	400	180979	0	180979
11	Culture Activity Fund	36580	0	426159	0	426159
12	Furniture Repair	18290	0	123909	0	123909
13	Book Replacement	45725	0	737331	0	737331
14	Rover & Ranger	109740	0	826525	0	826525
15	Music Pracial Fees	13043	0	67711	0	67711
16	Absence fine	47295	1859	333450	0	333450
17	Commerce Prac. &Computer Pracial	153900	0	1310049	0	1310049
20	Science Fund	546253	4866	1668354	2100000	3768354
21	Library Security fund	95191	0	645797	0	645797
22	Forfeited Library Security fund	21363	121915	558027	0	558027

#### College Funds (AF etc.)

##### Income and Expenditure Statement of College Funds: 2021-22

Sr. No.	Name of the Fund	Income	Expenditure	Closing Balance (Saving)	FDR	Total Closing Balance
1	Amalgamated fund	4178878	104140	3164414	7258599	10423013
2	sports Fund	487200	74290	1377941	1377056	2754997
3	House Examination fund	107245	43260	660916	0	660916
4	NCC	24980	3125	87127	0	87127
5	Magazine	101500	0	507842	0	507842
6	Computer & Internet Facility fund	40600	0	304976	0	304976
7	I.D Card	35900	0	27652	0	27652
8	Student Welfare Fund	4060	800	58018	0	58018
9	Medical fund	12180	0	185868	0	185868
10	Campus Dev.	20300	6630	194649	0	194649
11	Culture Activity Fund	40600	0	466759	0	466759
12	Furniture Repair	20300	0	144209	0	144209
13	Book Replacement	50750	0	788081	0	788081
14	Rover & Ranger	121800	1940	946385	0	946385
15	Music Pracial Fees	12600		80311	0	80311
16	Absence fine	204	25960	307694	0	307694
17	Commerce Prac. &Computer Pracial	62010	0	1372059	0	1372059
18	Math Pracial fee	106020	0	106020	0	106020

19	Phy. Edu. Prac. Fees	1800	0	1800	0	1800
20	Science Fund	560157	1606	2123432	2204712	4328144
21	Library Security fund	95689	239100	502386	0	502386
22	Forfeited Library Security fund	256070	139099	674998	0	674998

### College Funds (AF etc.)

#### Income and Expenditure Statement of College Funds: 2022-23

Sr. No.	Name of the Fund	Income	Expenditure	Closing Balance (Saving)	FDR	Total Closing Balance
1	Amalgamated fund	1377970	309606	3984986	7506391	11491377
2	sports Fund	533040	414447	1424950	1448640	2873590
3	House Examination fund	91240	6135	746021	0	746021
4	NCC	26585	4838	108874	0	108874
5	Magazine	111050	49855	569037	0	569037
6	Computer & Internet Facility fund	44420	0	349396	0	349396
7	I.D Card	22630	25000	25282	0	25282
8	Student Welfare Fund	4118	0	62136	0	62136
9	Medical fund	13326	0	199194	0	199194
10	Campus Dev.	23010	3500	214159	0	214159
11	Culture Activity Fund	44420	49640	461539	0	461539
12	Furniture Repair	22250	0	166439	0	166419
13	Book Replacement	47425	0	835506	0	835506
14	Rover & Ranger	134260	28050	1052595	0	1052595
15	Music Practial Fees	7560	0	87871	0	87871
16	Absence fine	35673	33600	360067	0	360067
17	Commerce Prac. & Computer Practial	83970	0	1456029	0	1456029
18	Math Practial fee	81540	0	187560	0	187560
19	Phy. Edu. Prac. Fees	16380	0	18180	0	18180
20	Science Fund	505833	4123	2509283	2319322	4828605
21	Library Security fund	98151	0	600537	0	600537
22	Forfeited Library Security fund	18681	11625	682054	0	682054

### College Funds (AF etc.)

<b>Income and Expenditure Statement of College Funds: 2023-24</b>						
<b>Sr. No.</b>	<b>Name of the Fund</b>	<b>Income</b>	<b>Expenditure</b>	<b>Closing Balance (Saving)</b>	<b>FDR</b>	<b>Total Closing Balance</b>
1	Amalgamated fund	1407110	1059365	4832733	7787930	12620663
2	sports Fund	585578	415032	1514162	1529974	3044136
3	House Examination fund	87450	130152	698709	0	698709
4	NCC	20710	39460	94734	0	94734
5	Magazine	103550	49973	622614	0	622614
6	Computer & Internet Facility fund	41420		390816	0	390816
7	I.D Card	20830	20000	26112	0	26112
8	Student Welfare Fund	3800	5687	60349	0	60349
9	Medical fund	12426		211620	0	211620
10	Campus Dev.	20710		234869	0	234869
11	Culture Activity Fund	59903	113580	407862	0	407862
12	Furniture Repair	20710		187229	0	187129
13	Book Replacement	43225		878731	0	878731
14	Rover & Ranger	127180	587298	592477	0	592477
15	Music Practial Fees	7560	64360	31071	0	31071
16	Absence fine	25352		390123	0	390123
17	Commerce Prac. & Computer Practial	85050		1541079	0	1541079
18	Math Practial fee	70020	5150	252430	0	252430
19	Phy. Edu. Prac. Fees	21060		39240	0	39240
20	Science Fund	470404	22258	2862697	2449540	5312237
21	Library Security fund	79176	0	679713	0	679713
22	Forfeited Library Security fund	20267	133571	568750	0	568750

## 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 procedures for applying for these scholarships are notified on the college notice board, as per the directions of the Directorate of Higher Education (Scholarship Branch).
- The students may apply online for these scholarships through the NSP Portal.
- The scholarships are credited directly to the Aadhar-seeded bank account of individuals concerned, after due verification at various levels.

#### Various Scholarship Schemes:

Sr.No	Scholarship Scheme	Annual Income	Class	Scholarship
1.	Post Matric Scholarship for students with Disabilities (CSS)	2,50,000	UG BBA BCA	650pm 750pm & disability allowance
2.	Post Matric Scholarship for Minorities (CSS)	2,00,000	PG UG BBA BCA	6600pa
3.	Central Sector Scheme of Scholarship for college & university students (PM USP CSSS) (CSS)	4,50,000	PG UG BBA BCA	20000 12000 12000 12000
4.	Centrally Sponsored Post Matric Scholarship for SC students HP (SSS)	2,50,000	PG UG BBA BCA	300pm 300pm 550pm
5.	Centrally Sponsored Post Matric Scholarship for ST students HP (SSS)	2,50,000	PG UG BBA BCA	300pm 300pm 550pm
6.	PM YASASVI Post Matric Scholarship for OBC/EBC/DNT students HP (SSS)	2,50,000	PG UG BBA BCA	8000pa 8000pa 13000 pa 13000 pa
7.	Maharishi Balmiki Chattravriti Yojna for girls HP (SSS)	-	PG UG BBA BCA	18000pa
8.	Mukhya Mantri Vidyarthi Kalyan Yojna HP for IRDP/BPL students (SSS)	-	PG UG BBA BCA	5000pa
9.	Kalpana Chawla Chattravriti Yojna for Meritorious girls HP (SSS)	No income ceiling	PG UG BBA BCA	18000pa
10.	Indira Gandhi Utkrisht Chattravriti Yojna HP (SSS)	No income ceiling	PG UG BBA BCA	18000pa

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

### PARTICULARS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY THE COLLEGE

#### Concessions granted by the College:

The Bulletin of Information outlines various concessions available to different categories of students during the admission process for various courses. These concessions aim to promote inclusivity and provide opportunities for students from diverse backgrounds. Some of the concessions mentioned include:

- I. Relaxation of age criteria for SC, ST, and women candidates seeking admission.
- II. Lower qualifying marks set for SC/ST students to facilitate their admission.
- III. Exemption from tuition fees for Bonafide Himachali girl students.
- IV. Half Fee Concession: One of two or more real brothers enrolled in the college is eligible for a 50% exemption in tuition fees. This concession is granted to the brother enrolled in the lower class. Additionally, this concession is extended to sisters who are not Bonafide Himachali and thus not eligible for tuition fee exemption.

These concessions underscore the institution's commitment to providing equitable opportunities for all students and ensuring access to quality education regardless of socioeconomic background.

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

### INFORMATION AVAILABLE IN ELECTRONIC FORM

The College has its own website. [www.mpgcamb.com](http://www.mpgcamb.com)

The college website serves as a comprehensive repository of essential information, encompassing a wide array of documents and resources. These include but are not limited to the NAAC-Self Study Report, Annual Report, AQARs (Annual Quality Assurance Reports), details on Administrative Committees, Clubs and Societies, RTI Manuals, ACRs (Annual Confidential Reports), HPU (Himachal Pradesh University) ordinances, Academic calendars, Feedback Survey reports, Student Satisfaction reports, and the College Prospectus. Additionally, pertinent notices are regularly updated on the website for the benefit of the college community.

Moreover, the website facilitates access to external resources by providing links to other significant websites. Notably, pertinent information regarding the college is also accessible through the official websites of the Himachal Pradesh University, to which our institution is affiliated, and the Directorate of Education. This interconnected approach ensures that stakeholders have convenient access to relevant information and resources, fostering transparency, engagement, and alignment with broader educational frameworks.

## 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 magazines. Some of the publications (Prospectus) are priced and can be obtained by paying the stipulated amount. Unpriced information for the public is disseminated occasionally through press releases, advertisements, etc. Information may also be obtained through the office of the Principal (Tel. No. 01976260032) 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 the library
3.	Notice board	All information regarding timetable students' activities, staff, students etc



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

### PUBLIC INFORMATION OFFICER

#### Name of the Public Authority:

Maharana Pratap Govt. Degree College Amb, District Una, Himachal Pradesh - 177203

#### Assistant Public Information Officers

Name and Designation of the Officer appointed as APIO	Phone No.		Postal Address
	Office	Home/ Mobile	
<b>Mr. Ravinder Verma, Superintendent G II</b>	01976- 260032	9418974909	Maharana Pratap Govt. Degree College Amb, District Una, Himachal Pradesh - 177203

#### Public Information Officer

Name and Designation of the Officer appointed as PIO	Phone No.		Postal Address
	Office	Home/ Mobile	
<b>Sh. Darshan Kumar Principal</b>	01976- 260032	9418015414	Maharana Pratap Govt. Degree College Amb, District Una, Himachal Pradesh - 177203

#### First Appellate Authority within the Department:

Name and Designation of the Officer appointed as First Appellate Authority	Phone No.		Postal Address
	Office	Home/ Mobile	
<b>Dr. Harish Kumar Addl. Director of Hr. Edu (Colleges)</b>	0177- 2650797	9418956629	Directorate of Education, Government of Himachal Pradesh, Shimla, H.P.

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

### OTHER INFORMATION

The person seeking information may apply on plain paper giving particulars of the information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects and about different years are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request.

#### Frequently Asked Questions (FAQs)

Q.1 How can one access the detailed syllabus of the courses offered at the College?

Ans.1 The comprehensive syllabus is accessible at the College library for reference. Additionally, it can be downloaded from the website of Himachal Pradesh University, Shimla.

Q.2 What are the eligibility criteria for admission to the College?

Ans.2 Detailed eligibility conditions are outlined in the College prospectus.

Q.3 What is the penalty for absence?

Ans.3 The fine for absence is determined by the government's directives. Any student who is absent from any class continuously for 10 days without proper leave sanction by the relevant authority/Principal will have their name automatically removed from the rolls. Re-admission is contingent upon payment of the applicable re-admission fee.

Q.4 What is the process for obtaining a migration certificate upon completion of studies at the College?

Ans.4 The migration certificate can be obtained from Himachal Pradesh University, Shimla, upon submission of a formal request through the College along with the requisite fee payment.

Q.5 What is the Fee Structure?

Ans.5 The fee structure adheres to the regulations set by the Government of Himachal Pradesh and is published in the Prospectus.

Q.6 How can one secure admission to the College?

Ans.6 Detailed admission procedures are outlined in the College Prospectus.

Q.7 Is there a hostel facility available at the College?

Ans.7 Currently, the College does not offer hostel accommodation.

Q.8 Are gap year students eligible for admission to the College?

Ans.8 Cases of gap year students are reviewed in accordance with the regulations of Himachal Pradesh University.

Q.9 Which courses are available at the College?

Ans.9 The College offers nine courses currently, namely: B.A., B.Sc., B.Com., B.C.A., B.B.A., P.G.D.C.A., M.A. English, M.Com.