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GURU NANAK COLLEGE

DHANBAD

A Sikh Minority Degree College
Established & Managed by Gurdwara Prabandhak Committee, Dhanbad
(Affiliated to Binod Bihari Mahto Koyalanchal University, Dhanbad)
Website : www.gncollege.org Email : principal@gncollege.org
NAAC Accredited "B" Grade



STUDENTS' **HANDBOOK 2023**

₹ 100/-



Thus Said Guru



- 1.** Truth is higher than everything.
But higher still is Truthful living.
- 2.** Wherever we sit, we should speak well.
- 3.** He who is educated, and indulges in greed, pride and craving is called a fool.
- 4.** Sweetness and humility are the essence of all virtues.
- 5.** As by lighting the lamp the darkness is dispelled, so by reading Religious Books the mind is purified of sins.
- 6.** He alone is really learned, who does good to others.
- 7.** The temple and the mosque are the same and so are their worship and prayer. Men are all one, they look different under influences.



Guru Nanak College, Dhanbad (A Sikh Minority Degree College) was established by the Gurudwara Prabandhak Committee in 1970 to mark the Fifth Birth Centenary of the great Guru after whom this college is named. The college is managed by a Governing Council nominated by the Gurudwara Prabandhak Committee, Dhanbad, and draws its inspiration from the teachings of the faith propounded by Guru Nanak Devji.

The college has got permanent affiliation with the Binod Bihari Mahto Koyalanchal University, Dhanbad in the faculties of Arts and Commerce upto Degree Level. The College aims at catering to the academic needs of the students of Dhanbad, particularly those belonging to economically backward families of the surrounding area. Also, it aims at developing the personality of the individuals, and at grooming them into worthy citizens of tomorrow with an in-depth faith in oneness of God and Universal Brotherhood of man.

The College also aims at providing such training and tools to the students, by way of introducing vocational courses, as may help them win their bread easily.

The NAAC (National Assessment and Accreditation Council) reaccredited the College in its second cycle of assessment with grade “B” for five years, w.e.f. 5th October, 2021.

The College is guided by the following vision, mission, goals, and objectives.

VISION

Pursuit of excellence by imparting teaching and training to the young in accordance with the motto derived from the teachings of Guru Nanak "Fearing none and Frightening none", so that will become responsible citizen and will contribute in making the society and the country a better place to live in.

MISSION

The college aims at catering to the academic needs of the students with priority to those belonging to economically and socially weak families and with a stress on women's education.

The college aims at developing the personality of the individuals so as to groom them into worthy citizen with an in-depth faith in oneness of God and universal brotherhood.

The College aims at providing such teaching and tools to the students by way of introducing vocational courses as may help them develop their entrepreneurial skill and become more employable.

The College aims at sensitizing the students on socioeconomic issues with emphasis on gender issues and human rights as well as on environmental issues (ecology related issues) through extension activities and also by introducing the students to various co-curricular activities such as sports and games, cultural activities and youth festival, literary activities, seminar etc. so that they can become liberal thinkers with democratic ideals. The college aims at making use of ICT aided teaching so that the students can be given exposure to the latest advancement in technology.

GOALS

The College is guided by the philosophy of Guru Nanak in setting goals.

- To impart value-based teaching
- To encourage a dialogue among various schools of thought, faith and culture
- To encourage care and concern for the less privileged
- To concentrate on overall development of the individuals in order to promote development of the society

OBJECTIVE

- To impart quality education with high moral standards
- To provide equal opportunities to students of all sections of the society
- To introduce the latest technology in teaching programmes
- To provide a conducive environment for creativity and cultural activities
- To provide equal opportunities to both genders
- To help develop the skill of students so as to make them more employable

The Objectives and Goals are made known to the students and other stakeholder through:

- College Website
- Prospectus/Brochure
- Alumni
- Meeting with students and parents
- Display in the College campus

2 LOCATION

Guru Nanak College, Dhanbad functions at two places:

1. The main building - the Bhuda Campus of the college is situated at Bhuda, precisely 1 k.m. from Baramasia Railway Crossing on Dhanbad - Baliapur Road. The main building is spaciouly designed in an airy surrounding quite suitable for the environment of an academic institution.
2. The Women's Wing of the college was started in the year 2000 in the Bank More Campus of the college in the morning hours. As an exclusive centre of teaching for girls, this Wing has earned a high reputation among girls and their parents/guardians during the last few years. In the Women's Wing also, teaching is imparted for I.A./I.Com., (Four Year) Under-Graduate and Vocational Courses.

3. Adjacent to the Women's Wing Campus of the College, a separate building for the Department of Vocational Studies, which caters to a large number of students pursuing professional/ vocational courses.

3 TEACHING STAFF

The college has got highly qualified and experienced teachers on its staff. The teachers are all dedicated to the cause of education, character building and service to humanity. The list of their names appears inside.

4 UNDER GRADUATE COURSES (REGULAR COURSES)

The college will offer the syllabus and the regulations of the examinations as notified and modified by the University. The following would be the course structure offered by the College. The curriculum framework of Four Year Undergraduate Programme (FYUGP) envisages several transformative initiatives in higher education in Jharkhand, in line with with the revised UGC Guidelines on the adoption of the Choice Based Credit System (CBCS) to implement NEP-2020 including holistic and multidisciplinary undergraduate education across faculties making the course unique by its degree of either 3 or 4-year duration, with multiple entries and exit points and re-entry options within this period, with appropriate certifications such as:

- i. A Certificate after completing 1 year (2 semesters) of study in the chosen fields of study,
- ii. A Diploma after 2 years (4 semesters) of study,
- iii. A Bachelor's Degree after a 3-year (6 semesters) programme of study,
- iv. A Bachelor's Degree (Honours) after a 4-year (8 semesters) programme of study,
- v. A Bachelor's Degree (Honours with Research) after a 4-year (8 semesters) programme of study to the students undertaking 12 credit Research components in the fourth year of FYUGP.

The Undergraduate course will spread over eight semesters in four years. The odd semesters (I, III V, VII) will begin from July and end in December and the even semesters (II, IV, VI, VIII)will start from January and end in June. There will be a mid semester examination in the midst of every semester conducted by the college and only after qualifying which , students will be allowed to fill up their examination forms to appear at the end semester examination to be held at the end of every semester conducted by the university.

Table 1: Credit Framework for Four Year Undergraduate Programme (FYUGP) under State Universities of Jharkhand [Total Credits = 160]

Level of Courses	Semester	MF: Discipline Specific Courses- Core or Major (80)	MN: Minor from discipline (16)	MN: Minor from vocational (16)	MDC: Multi-Disciplinary Courses (Life sciences, Physical Sciences, Mathematical and Computer Sciences, Data Analysis, Social Sciences, Humanities, etc.) (2)	AEC: Ability Enhancement Courses (Anc. Modern Indian Language and English)	SEC: Skill Enhancement Courses (9)	VAC: Value Added Courses (6)	IAP: Internship Dissertation (4)	RC: Research Courses (12)	AMJ: Advanced Counts in lieu of Research (12)	Credits	Double Major (DMJ)
100-199: Foundation or Introductory courses	I	4	4		3	2	3	4				20	4+4
	II	4+4		4	3	2	3					20	4+4
Exit Point: Undergraduate Certificate provided with Summer Internship/ Project (4 credits)													
200-299: Intermediate-level courses	III	4+4	4		3	2	3					20	4+4
	IV	4+4+4		4		2		2				20	4+4
Exit Point: Undergraduate Diploma provided with Summer Internship in 1 or 2 year! Project (4 credits)													
300-399: Higher-level courses	V	4+4+4	4						4			20	4+4
	VI	4+4+4+4		4								20	4+4
Exit Point: Bachelor's Degree													
400-499: Advanced courses	VII	4+4+4+4	4									20	4+4
	VIII	4		4						12	4+4+4	20	4+4
Exit Point: Bachelor's Degree with Hons./Hons, with Research												160	224

Note: Honours students not undertaking research will do 3 courses for 12 credits in lieu of a Research project/Dissertation.

Offered Courses and Course Choices at Entry Point:

PAPER NAME
1 Major/Core/Honours Paper (As filled in the Chancellor Portal Application Form)
2 Minor from Discipline (MN) (Given three preference from the attached subject mapping sheet of the respective colleges)
3 Multi-Disciplinary Course (MDC) (Given three preference from the attached subject mapping sheet of the respective colleges)
4 Value Added Course (VAC) *Compulsory to all
5 Skill Enhancement Course (SEC) 1. Digital Education or 2. Mathematical Computational & Thinking Analysis *Select One
6 Ability Enhancement (AEC) HINDI/ENGLISH *Student must select either Hindi or English in Sem -1 and (those students who have opted Hindi will have to select English as AEC in Sem-2 and Vice-Versa

Subject Wise Seats (Major)

Sl. No.	Major Subject	Women's Wing	Bhuda Campus	Total
1.	English	64	64	128
2.	Economic	64	64	128
3.	History	78	78	156
4.	Political Science	78	78	156
5.	Psychology	64	64	128
6.	Hindi	64	64	128
7.	Commerce	275	275	550

5 PROFESSIONAL COURSES

Professional courses namely, (1) Bachelor of Computer Application (BCA) and (2) Bachelor of Business Administration (BBA) are run by the Department of Vocational studies in the Bank More campus of the College. It is a modern building with all essential amenities. There are three computer laboratories having thirty, twenty and ten systems with Internet facilities. The laboratories are equipped with modern facilities. Even the classrooms of BCA and BBA have been technologically equipped for imparting teaching properly. Remedial classes are also organised on a regular basis for weak students. Efforts have been made to make the teaching of these courses modern, quite on par with the facilities available at advanced centres.

Also the college has taken the initiative of providing three certificate courses to the students of the college, namely:

(MOOCS)

- (i) "Spoken Tutorial" in collaboration with IIT Bombay
- (ii) Certificate course in Communicative English and
- (iii) Creativity

There is a fairly good response to all the certificate courses from the students of the college. The College runs four UGC Approved NSQF (National Skills Quality Framework) Certificate courses and one Diploma Course, namely:

- (i) Certificate Course in Business Skills,
- (ii) Certificate course in NGO Management,

- (iii) Certificate Course in Tourism Studies,
- (iv) Certificate Course in Functional English
- (v) Diploma Course in Functional English

6 EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are a vital part of college education. This undoubtedly contributes to the development of a sound mind in a sound body. Qualities such as truthfulness, healthy competition, leadership and cooperation, in fact the whole personality is developed through games, sports, debate and other allied activities.

The college provides suitable opportunities to the students for participating in Cricket, Football, Volleyball, Badminton and Athletics tournaments organised by the University annually. Guru Nanak College Cricket team has earned the distinction for winning the Vinoba Bhave University Inter College Tournament nine times out of fifteen, that too, five times in a row.

Binod Bihari Mahato Koylanchal University, Dhanbad has been carved out in 2018 from Vinoba Bhave University. The first Inter College Youth Festival and Inter College Cricket Tournament has been hosted and won by Guru Nanak College securing first position.

The college proposes to have multiple curricular, co-curricular and extra-curricular activities around the academic year.

7 LIBRARY

The college has a well stocked library consisting of books on various subjects. Each student can borrow two books at a time for a period of fifteen days. It is important that students keep returning the books in time, only then a library can be useful to a maximum number of students. Those who fail to return books within time will have to pay a fine, which will not be excusable by any authority.

The College also provides access to INFLIBNET. Information and Library Network (INFLIBNET) Centre is an autonomous Inter-

University Centre of the University Grants Commission (UGC) of India. It is a major National Programme initiated by the UGC in March 1991 with its HeadQuarters at Gujarat University Campus, Ahmedabad. Initially started as a project under the IUCAA, it became an independent Inter-University Centre in June 1996. INFLIBNET is involved in modernizing university libraries in India and connecting them as well as information centres in the country through a nation-wide high speed data network using the state-of-art technologies for the optimum utilisation of information. INFLIBNET is set out to be a major player in promoting scholarly communication among academicians and researchers in India.

The College also organizes Book Fairs in order to inculcate the value of reading among the students and teachers.

A qualified librarian and an Assistant Librarian are available to guide the students with regard to the selection of books and other matters regarding the proper use of library facilities.

A librarian is over all in-charge of the library and is responsible for its maintenance and development.

8 COLLEGE MAGAZINE

In order to develop the creative and literary faculties of students, a college magazine titled Baisakhi is published annually. Short articles, reviews, poems, stories and critical essays contributed by the students and teachers are included in the issue. It has separate sections of three languages- English, Hindi and Punjabi.

9 NATIONAL CADET CORPS

There is an active unit of N.C.C. in college. Sri Sanjay Kr. Singh, PT.I. is a Captain and in-charge of the college N.C.C. unit.

10 NATIONAL SERVICE SCHEME

The college has two units of NSS which runs under the guidance of two Programme Officers, Dr. Mina Malkhandi and Prof. Dipak Kumar, who are appointed by the University.

11 DEPT. OF CREATIVITY

The college has been running the Department of Creativity with effect from the 2011-12 academic session. Distinguished teachers from outside the college are engaged in imparting teaching and training to the boys and girls having interest in cultural and literary activities, e.g. Dance, Drama, Music, Painting, Debate, Elocution and Quiz, etc. Dr. Ranjana Das is the coordinator of the Department.

12 NATURE CLUB

To create awareness among the students regarding the different environmental issues which are of huge concern to the survival of mankind, a Nature Club is formed in the Guru Nanak College Dhanbad in association with Indian Bird Photography Society (IBPS) for nature awareness programs.

13 COMMITTEES / CELLS

The following committees (cells) have been constituted by the college authorities to enforce discipline on the campus.

1. Women's Cell (Cell against sexual harassment)
2. Anti Ragging Cell and
3. Grievances Redressal Cell

The students can lodge their complaint in writing and put the same in the drop box available in the college library. Prompt action will be initiated by the college.

14 GYMNASIUM

A modern gymnasium is available in the women's wing campus, the facility of which can be availed by both the boys and the girls. A system is in place for this arrangement.

15 COLLEGE HOURS

Classes will be held from 10.00 A.M. to 4.00 P.M. in the Bhuda Campus and from 8.00 A.M. to 2.00 P.M. in the Women's Wing of the college.

16 ADMISSION

Admission to the Under-Graduate and Vocational (BCA) courses is done through the Chancellor's Portal. Desirous students are required to apply through Chancellor Portal. Admissions to various courses are offered by the college under National Education Policy 2020 (NEP-2020). The list of applicants admitted to the college is provided by the university which is arranged merit wise and published on the college website.

Selected students are directed to come to respective college Campus (Bhuda Campus /Bank More Campus) along with the following documents for verification:

1. Chancellor Portal Application form
2. Payment Receipt of the application fee Rs. 100/-
3. Original CLC/TC (As the original CLC/TC will be kept by the college hence keep sufficient number of photocopies with you)
4. Self-Attested photocopy of Qualifying Examination Marksheet (One Copy)
5. Self-Attested photocopy of Admit Card (One Copy)
6. Migration Certificate (Original) or Download from Digilocker (www.digilocker.gov.in) – Required from the students of other than JAC board.
7. Caste Certificate (If needed)

After verification, the students have to visit the Chancellor's Portal again and pay Rs.308/- (JAC Board) or 758/- (Other than JAC Board) as Registration Fee of Binod Bihari Mahto Koyalanchal University, Dhanbad. Download and keep the proof of the receipt of payment.

Now visit the college website www.gncollege.org or

<https://enrollonline.co.in/Registration/Apply/GNCDHN>

Get yourself registered and fill in the online College Admission Form and upload the following documents:

1. Chancellor Portal Registration fee
2. Qualifying Examination Marksheet

Wait for some time (one day maximum) to receive an approval message. Once you receive a message of approval, students can pay their admission fee through Mobile App (Student Diary Cloud) or following Link

<https://cimsstudent.mastersofterp.in/StudentLogin>

1. Click on Get user name and password
2. Enter your registered Mobile no or Email Id press send password
3. Student will receive a message regarding User id & password
4. Login with user Id & password, you can see your details and fee pay option
5. Click on the pay fee option and pay your admission/college fee through Credit Card/Debit Card/ Net banking or UPI.
6. You will receive a receipt.

The Principal may refuse admission to any candidate considering unsuitable. Every candidate who is admitted will have to give an undertaking that he/she will abide by rules of the institution. Violation of college discipline and disregard of rules may lead to the removal of a student from the college. Students passing Intermediate Examination or its equivalent are admitted to Under-Graduate courses. Admission starts soon after the publication of examination results. The college will offer the syllabus along with the regulations of the B.B.M.K.U. Dhanbad.

The academic calendar and other details would be made available to the students as and when received from the university on the college website / notice board and through the teachers.

Students attending less than (75%) seventy five percent classes will not be eligible to fill up the university examination forms.

COLLEGE FEE STRUCTURE

(UG) Regular Course under (FYUGP)

Sl. No.	Fee Head	For Girls Students		For Boys Students	
		1st Semester	2nd Semester	1st Semester	2nd Semester
1.	Tuition Fee	0	0	120	120
2.	Admission fee	20	0	20	0
3.	Electric Charge	30	30	30	30
4.	Library Fee	50	0	50	0
5.	NSS	20	20	20	20
6.	Students Union	20	0	20	0
7.	Students Fund	80	80	80	80
8.	Annual Charge	191	0	191	0
9.	College Fund	1650	1650	1650	1650
10.	Internal Exam Fee	50	50	50	50
11.	Development Fund	500	500	500	500
12.	Practical fee (Vocational Paper)	150	150	150	150
13.	ERP & Mobile App Charge	165	0	165	0
14.	Hand Book Charge	100	0	100	0
		3026	2480	3146	2600

CLC Fee	50
Bonafide Fee	25
Character Certificate Fee	25
Add on course Fee	2500
CDF	25

Fee etc. will be paid Semester wise.

17 FINANCIAL ASSISTANCE TO THE MERITORIOUS AND NEEDY

A) FREE STUDENTSHIP

Such students who are good at studies and co-curricular activities but come from economically poor homes will be eligible for grant of free studentship. Free studentship will be granted to a maximum of 12.5% of the total strength of a class, which is in accordance with the university and government rules.

Some free studentship (out of 12.5%) will be granted to meritorious students, outstanding sports persons and players and good debaters. A degree student who will be granted free studentship in Semester I will continue to avail this facility in Semester II, III, IV, V, VI, VII and VIII too. If a student fails in an examination, this facility will automatically be withdrawn.

DHANBAD

September 1, 2023

Dr. Sanjay Prasad

Principal

MEMBERS OF THE FACULTY

Dr. Sanjay Prasad

Principal

Department of Commerce

1. Prof. Santosh Kumar (H.O.D.)
2. Prof. Sanjay Kumar Sinha
3. Prof. Daljeet Singh
4. Prof. Piyush Agarwal
5. Prof. Chiranjeet Adhikari
6. Prof. Snehal Goswami
7. VACANT

Department of Economics

1. Dr. Sanjay Prasad (H.O.D.)
2. Prof. Sadhana Singh

Department of English

1. Prof. Amarjit Singh (H.O.D.)
2. Prof. Dipak Kumar
3. Dr. Varsha Singh

Department of Hindi

1. Prof. Sonu Prasad Yadav (H.O.D.)
2. VACANT

Department of History

1. Dr. Ranjana Das (H.O.D.)
2. Prof. Abhishek Kumar Sinha

Department of Political Science

1. Dr. Mina Malkhandi (H.O.D.)
2. Dr. Neeta Ojha

Department of Psychology

1. Prof. Anuradha Kumari (H.O.D.)
2. VACANT

Department of Philosophy

1. VACANT

Department of Urdu

1. VACANT

Department of Bengali

1. VACANT

OFFICE STAFF

1. Shri Nagen Bauri - Assistant
2. Shri Sadhan Kumar Mishra - Assistant
3. Shri Sanjay Kumar Singh - P.T.I.
4. Shri Madan Lal Goswami - Accountant
5. Shri Ranjeet Kr. Mishra - Assistant
6. Narendar Singh - Assistant

LIBRARY STAFF

1. Mrs. Nushrat Parween - Librarian
2. Shri Ashok Kumar Pathak - Assistant

CLASS IV STAFF

1. Smt Susheela Devi
2. Shri Dhiren Chandra Mahto
3. Shri Balraj Bahadur
4. Smt. Tusu Kumari
5. Shri Rajan Ram
6. Shri Jaspal Singh
7. Ranjit Kaur
8. Hilary Tigga
9. Sujit Kumar



MEMBERS OF THE COLLEGE GOVERNING COUNCIL 2023

- | | | |
|---------------------------------|---|-------------------|
| 1. Sardar Rajinder Singh Chahal | - | President |
| 2. Sardar Diljaun Singh Grewal | - | Secretary |
| 3. Sardar D. S. Grewal | - | President, G.P.C. |
| 4. Sardar Gurjeet Singh | - | Secretary, G.P.C. |
| 5. Sardar Jagjit Singh Sandhu | - | Vice-President |
| 6. Sardar Tejpal Singh | - | Member |
| 7. Sardar Tirath Singh | - | Member |
| 8. Prof. P Shekhar | - | Member, Academic |
| 9. Dr. Sanjay Prasad | - | Principal |
| 10. Prof. Sanjay Kumar Sinha | - | T.R. |

ACTIVITIES



GLIMPSES





**GURU NANAK COLLEGE
DHANBAD**