

GOVERNMENT COLLEGE FOR GIRLS SECTOR 14, GURUGRAM

AFFILIATED TO GURUGRAM UNIVERSITY, GURUGRAM

website: <http://gcggg.ac.in/> e-mail: gcggggn@gmail.com

Facebook id: <https://www.facebook.com/14gcg/>



COLLEGE E-HANDBOOK

2025-26





GOVT. COLLEGE FOR GIRLS SECTOR-14, GURUGRAM

website: <http://gcgggn.ac.in/> e-mail: gcgggn@gmail.com

Affiliated to Gurugram University, Gurugram

Vision

To be recognized as a Centre of excellence for education. To prepare our students to be both professionally and personally competent and self-reliant to face challenges of life..

Mission

- To provide quality education and empower our students.
- Provide conducive academic environment that promotes interactive learning.
- Educate our students to embrace the modern without forsaking the tradition and culture of our nation and while retaining its regional roots to encompass and articulate global concerns and wider social imperatives.
- Provides students with opportunities to participate in various activities, clubs and associations.
- Inculcate in them values and commitments towards betterment of self, society and country.
- To provide state of art infrastructure.



Dr. Jitendra Malik , Principal



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COLLEGE PROFILE

Government College, Sector 14, Gurugram has a unique distinction of its foundation being laid by the First Prime Minister of India Pt. Jawahar Lal Nehru in 1959. The College was blessed by the benign presence of the First President of India Dr. Rajendra Prasad on its first convocation. The First Women Prime Minister of India Smt. Indira Gandhi also graced this college by her visit. Giani Jail Singh, the fifth President of India was among the other dignitaries who visited this college.

The college campus has a nice ambience of greenery, immaculate lawns and a beautiful well-maintained campus sprawling over 32 acres. The college has five girls' hostels named after famous rivers of India Ganga, Narmada, Kaveri, and Saryu. With all modern infrastructural facilities, the college has become an epitome of excellence be it academics, sports, and cultural activities. The college offers a vibrant environment to students to indulge in extra-curricular activities and a wide range of sports activities like Chess, Archery, Basketball, Football, Judo, Cricket, Badminton and Athletics. It nurtures and creates future talent amongst the young girls of the region. These young girls have been bringing laurels to the college in the form of trophies and medals, both in academic and non-academic spheres.

Ever since its inception, the college has been rated as one of the best colleges in the region in the field of education. Thousands of young men and women who passed through the portals of this great institution have made a mark in their personal as well as professional lives and are enjoying a coveted life in society both at home and abroad. At present, the college has over 6924 students on its rolls.

With a rich heritage of moral and culture values of over 60 years and constant upgradation in the field of education, many new job oriented and vocational courses have been added to the existing conventional courses.



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ACADEMIC CALENDAR 2025-26

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



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COURSES/PROGRAMMES OFFERED

SrNo.	Course Name	Category	Total Seats
1	Bachelor of Arts (Govt)	UG	640
2	Bachelor of Arts with Major in Economics (Govt)	UG	60
3	Bachelor of Arts with Major in English (Govt)	UG	60
4	Bachelor of Arts with Major in Geography (Govt)	UG	60
5	Bachelor of Arts with Major in Hindi (Govt)	UG	60
6	Bachelor of Arts with Major in History (Govt)	UG	40
7	Bachelor of Arts with Major in Political Science (Govt)	UG	60
8	Bachelor of Commerce (Govt)	UG	620
9	Bachelor of Commerce - (Hons.) (Govt)	UG	60
10	Bachelor of Computer Application (Govt)	UG	120
11	Bachelor of Home Science (Govt)	UG	40
12	Bachelor of Science - Bio-Tech (Govt)	UG	60
13	Bachelor of Science in Life Sciences (Govt)	UG	240
14	Bachelor of Science in Physical Sciences (Govt)	UG	320
15	Bachelor of Science with Major in Botany (Govt)	UG	60



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16	Bachelor of Science with Major in Chemistry (Govt)	UG	40
17	Bachelor of Science with Major in Mathematics (Govt)	UG	60
18	Bachelor of Science with Major in Physics (Govt)	UG	40
19	Bachelor of Science with Major in Zoology (Govt)	UG	60
20	Master of Arts - English (Govt)	PG	60
21	Master of Arts - Geography (Govt)	PG	40
22	Master of Arts - Hindi (Govt)	PG	60
23	Master of Arts - Psychology (Govt)	PG	60
24	Master of Commerce (Govt)	PG	60
25	Master of Computer Applications (Govt)	PG	60
26	Master of Science - Computer Science (Govt)	PG	60



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FACILITIES & INFRASTRUCTURE

Classrooms and Seminar Halls

- Forty Eight classrooms
- Seminar halls with ICT facilities
- LCD projectors
- LED Digital Board for displaying the events and academic activities of the College
- Green chalk boards in the classrooms
- White boards in Various Rooms
- Office rooms for Officials

Laboratories

There are various department labs:

- Biotech Labs
- Botany Labs
- Chemistry Labs
- Commerce Lab
- Computer Labs
- English Language Lab
- Geography Labs
- Home Science Labs
- Maths Lab
- Music Labs
- Physical Education Lab
- Physics Labs
- Psychology Lab
- Zoology Labs

Computing Facilities

- Computer Labs: UG Lab, PG (MCA, MSc) Lab, and Computer Education (Literacy) Lab
- Printers, Scanners and Photocopy Machines
- Internet facility in each department.



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College Library

The college is rightfully proud of well stocked and beautifully maintained Library. It has over 62019 books for the convenience of the students. The library has a subscription of 16 Newspapers and Magazines both in English and Hindi.

The library has separate reading area for faculty and students with seating capacity of 140. It has a separate periodical and magazine section along with an archives section which maintains the history of the institution. The library remains open on all working days from 9A.M to 4P.M.

Four OPAC machines have been installed to help students search the collection. OPAC has basic and advanced search facility to identify the latest books and access the N-LIST resources remotely (E-books and e-journals).

Seven computers and three printers are available for the use of the students. The library also has a membership of N-LIST and N.D.L. Downloading facilities are available for the users. Students are encouraged to make use of the library facilities and help desks are set up to help them in their search of reading material in the library. A suggestion box is also available in the library to get users' feedback to improve the services. The feedback provided by users is implemented with the approval of the principal.

College Magazine

College Magazine 'Ramneek' is published every year to showcase the creative talent of students and teachers. Many students and teachers contribute their articles, poems, and opinions on current burning issues. 'Ramneek' is a platform to hone the hidden talent of students. The Magazine is divided into Three sections i.e., English, Hindi, Sanskrit. Each section has one teacher and one student editor. The Magazine provides an opportunity to the students to inculcate literary interest. Dr. Sonia from the dept. of Hindi is the editor in chief and Smt. Yogita Bajaj from the dept. of English is the editor of English section.



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SCHOLARSHIPS & FINANCIAL AID

State Govt. Scholarships

Har-Chhatravratti (<https://harchhatravratti.highereduhry.ac.in/>) is a centralized portal developed by the Department of Higher Education that provides one stop solution for end-to-end scholarship process right from submission of application, verification and disbursal to end beneficiary. **"Har-Chhatravratti"** Portal emerges as one of the most prominent scholarship portal that offers three tier verification of the application. Student Application form got verified from three levels i.e. Institute, University/Nodal Body and Head Office thus ensuring the complete authentication of the applicant. In order to avail the benefits of scholarship schemes of the state government, it is mandatory for each applicant to have Parivar Pehchan Patra (PPP). The various Scholarships are as follows:

1. Post Matric Scholarship (PMS) Scheme For SC
2. Post Matric Scholarship (PMS) Scheme For BC
3. Consolidated Stipend and Free Books Scheme For SC
4. Consolidated Stipend Scheme For Grand Children of Freedom Fighters
5. State Merit Scholarship To UG Girls
6. State Merit Scholarship To UG/PG Students
7. Haryana State Meritorious Incentives Scheme
8. Haryana State Meritorious Incentives Scheme (CBSE)
9. Lower Income Group

Centre Govt. Scholarships

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



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STUDENT GRIEVANCE AND REDRESSAL CELL

Grievances Redressal Committee is formed in order to keep the healthy working atmosphere and to uphold the dignity of the institute by ensuring strife-free atmosphere in the institute to promote cordial relationships among students, among student and teachers etc. This cell also helps students and parents to record their complaints and solve their problems related to academics, resources and personal grievances. Suggestion / complaint Boxes have been installed in the campus

Incharge: Mrs. Sunita Dhaka



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ANTI-RAGGING COMMITTEE

The College has constituted a committee for preventing from the ragging related activities. The following Committee works efficiently and effectively to support anti ragging environment for students: -

Anti-Ragging Committee members:

S.No.	Name	Contact No
1	Ms. Mili	9813700361
2	Ms. Anita Rathee	8800900303
3	Ms. Parul Goel	9999773174
4	Ms. Meenakshi Yadav	8368610902
5	Ms. Ritu Arya	
6	Hostel Chief Warden & All Hostel Wardens	9599812087



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INTERNAL COMPLAINTS COMMITTEE

As per the guidelines of UGC and the Supreme Court a Committee against Sexual Harassment i.e., Internal Complaint Committee is established in the College to provide safe academic, social and physical environment to all the students and the women employees. The Committee aims to develop a mechanism to prevent and redress the cases of Sexual Harassment. The College has constituted a committee for preventing from the sexual harassment. The following Committee works efficiently and effectively to support [anti sexual harassment](#): -

Internal Complaints Committee (ICC)

S.No.	Name	Contact No
1	Ms. Sunita Dhaka	Convener
2	Ms. Milli	Member
3	Ms. Suman	Member
4	Ms. Archana Hooda	Member
5	Ms. Sangeeta	(Asst. Office)
6	Ms. Soni	Clerk
7	Two Students	Member

E-mail id of Internal Complaint Committee (ICC): icc.gcgggn@gmail.com



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WOMEN CELL

The women cell of the college serves as a dedicated platform for addressing and advocating women's rights and issues within the campus community. It promotes gender inequality through awareness, campaigns, workshops, and seminars on topic such as safety, empowerment and legal rights. This cell also provides a supportive space for women, student to voice concerns, see guidance and access resources related to their well-being and academic success. By fostering inclusivity and empowerment, it contributes to create a campus environment that values and supports all its members.

Incharge: Mrs. Anu

Legal Literacy Cell

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



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SUBJECT SOCIETIES

Various subject societies of all streams in the college are vibrant platforms that cater to the academic and extra-curricular interests of the students within these disciplines. These societies organize various activities such as guest lecturers, seminars, debates, and workshops, tailored to enhance students' understanding and passion for their respective subjects. They provide opportunities for networking, skilled development, and deeper engagement with the curriculum through discussions and practical applications. The subject society plays a pivotal role in enriching the academic experience of all students, fostering a community of learning and intellectual exploration within the college.

SC, OBC, MINORITY CELL

The cell in the college plays a crucial role in ensuring inclusivity and equip opportunities for students from marginalized communities. It serves as a dedicated platform to address the concerns and welfare of students belonging to schedule caste, schedule, Tribes, and other backward classes and minority communities. The self-facilitating access to scholarship, financial aid, and other support mechanisms to promote educational advancements and socio- economic strength empowers these students. It fosters supportive environment that values diversity, and promotes social justice within the college community.



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PLACEMENT CELL

The Placement cell operates with unwavering diligence, fostering a bridge between academia and industry. The meticulous planning and strategic initiatives ensures that our students embark on promising career journeys. The dynamic and resourceful approach of the cell, not only secure placements but also empower students with the skills and confidence for professional success, making it an invaluable asset to our college community. Our college receives grant for the upliftment of the students from the Department.

Incharge: Ms. Prachi Gupta

SPORTS CLUB

The sports and yoga department of the college is dedicated to promote physical fitness, holistic well-being, and sportsmanship among students. It offers a wide range of sports facilities, including grounds, courts, and equipments for various indoor and outdoor activity. The department organises sports meet to display their talent, encouraging students to excel in their chosen sports. Alongside athletic development, the yoga department offers classes and workshops to promote mental and physical balance, helping students manage stress and maintain overall health. Together, these departments contribute to a dynamic campus environment that values, both physical fitness and mental resilience.

Incharge: Ms. Jyoti Solanki



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EARN WHILE YOU LEARN SCHEME

The "Earn while you Learn" scheme in the college empowers students to gain practical work experience while pursuing their studies. This is a Government of Haryana Scheme in a regular practice in the college intended to benefit genuinely needy and meritorious students by engaging them in different departments / laboratories. In value of work done, they are paid hundred rupees per hour. This is an initiative to promote dignity of labour and self reliance in the students. The selection process is completely transparent one, where in student are judged on basis of factors including economic-backgrounds and academic performances by a well constituted committee of senior members.



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NSS and NCC

NCC

The NCC sub unit (army wing) of the college (GCW, Sec-14, Gurugram) functioning under 2 Hr girls BN,NCC, Rohtak. The sanctioned strength is 54 cadets. Multiple activities are held under the supervision of ANO Ms. Poonam.

NSS

The NSS Programme aims to instill the thought of social welfare in students and to provide service to society without bias. There are three units of NSS in the college which are led by NSS Programme Officers :-

Incharge	Department	Unit
Ms Prachi	Computer Sc. Dept.	NSSPO (Unit-I)
Ms Mansi Arora	Biotech Dept.	NSSPO (Unit-II)
Ms Jyoti	Computer Sc. Dept.	NSSPO (Unit -III)



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MENTOR-MENTEE SCHEME

A mentor is a faculty member who is duly appointed to monitor a student's academic and personal welfare and help in their studies. With mentors, a student can share all their problems that are somehow affecting their academic pursuit.

Students can also share with them their personal problems in case any help is required. They keep track of mentee attendance and will remain in touch with their parents/guardians as well. The Mentor mainly performs the following functions:

- ❖ Continuously monitor, counsel, guide and motivate the students
- ❖ Advise students regarding choice of electives, projects, summer training etc.
- ❖ Advise students in their career development / Professional guidance



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COLLEGE REGISTRAR

The College registrar processes student admissions, registration requests, schedules classes and maintains class lists, enforces the rules for entering or leaving classes, and keeps a permanent record of results with grades and marks. A student only begins to be in connection with the registrar's office for examination related queries such as exams, admit cards, results, marksheets etc. Registrar maintains accurate and up-to-date records of enrolment enquiries, applications and confirmations, as well as management of waiting lists and results (grades and marks).

College Registrar: Ms. Manjula Verma

COLLEGE BURSER

The bursar is a member of a teaching staff. He manages the internal finances of the college, helps the principal in maintenance of accounts and day to day financial, administrative and academic affairs of the college. He advises the Principal on the financial decisions.

College Burser: Ms. Shalini