



# गंगा देवी महिला महाविद्यालय

लोहियानगर, कंकड़बाग, पटना-20

पाटलिपुत्र विश्वविद्यालय, पटना की अंगीभूत इकाई

NAAC Accredited Grade 'B'

ISO 14001 : 2015, ISO 9001 : 2015  
ISO 50001 : 2018 Certified

हस्तक  
HANDBOOK  
2022-2023

## श्रद्धेय (स्व.) गंगा देवी

सन् 16.10.1891 से 18.12.1976



## संस्थापक

स्व. शिव नंदन प्रसाद





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## हस्तक HANDBOOK 2022-2023

## CHIEF PATRON

***Prof. R. K. Singh***

Vice-Chancellor  
Patliputra University, Patna



## PATRON

***Prof. Mani Bala***

Professor-In-Charge  
Ganga Devi Mahila Mahavidyalaya  
CCDC, Patliputra University, Patna



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## महाविद्यालय गीत

गंग-तरंग सुयश यश फहरे गंगा देवी कॉलेज का,  
अमर रहेगा नाम हमेशा गंगा देवी कॉलेज का।  
सन् उन्नीस सौ एकहत्तर में कॉलेज का था जन्म हुआ,  
संस्थापक श्री शिवनन्दन जी के कर्मों से धन्य हुआ,  
कंकड़बाग का एकमात्र ये महिला महाविद्यालय है,  
हर छात्रा को सफल सबल करने का कार्य संभाले है।  
कर्मठ शिक्षक, कुशल सहायक भव्य भवन से शोभित है,  
जीवंत वातावरण प्रगतिरत परिसर हरित-सुसज्जित है,  
पाटलिपुत्र पताका लहराता है महाविद्यालय प्रांगण में,  
हर छात्रा निज लक्ष्य समर्पित शिक्षा के इस आंगन में।  
इसे सजाकर बाग बनाकर, अब हम सबको रखना है,  
दीप जलाकर, गीत सजाकर, सपनों को सच करना है।  
शिक्षा-जगत में फहरे झंडा गंगा देवी कॉलेज का।  
दुनिया भर में नाम रहेगा गंगा देवी कॉलेज का।।

— गजानन प्रसाद एवं ऐश्वर्य प्रसाद



*Principal with Faculty Members*



*Principal with Guest Faculty Members*



*Principal with Non-teaching Staff*

*From the Principal's Desk ...*



*Dear Students!*

Ganga Devi Mahila Mahavidyalaya holds an important position in the area of Higher Education, in Bihar. The college was established in 1971 and was granted affiliation under Magadh University in 1976. It was converted into a Constituent Unit in 1986. With the formation of Patliputra University, it became its Constituent Unit in 2018. Meanwhile in 2017 it underwent accreditation by NAAC and was rated-Grade “B”. ISO standardizations in many areas have been achieved.

It had been running courses in Arts and Science subjects, since its inception and conducting Vocational Courses of B.B.M. and B.C.A. from 2009. With consistent, good performance of students and all-round development activities, we have been granted permission for teaching, B.Com (Hons.) and B.LIS and Post-Graduation courses in History, Sociology, Home Science, English, Botany and Zoology. The co-curricular activities in the College have been stepped up to include NSS, NCC, Sports, Sehat Kendra and Gymnasium. Certification courses in Computer & Nutrition have been introduced on demand. Training certificates in Taekwondo, Yoga and Skill development have also been introduced for all round development of personality of students.

Important events, Independence Day, Republic Day, Bihar Diwas, Birthday of Great leaders are celebrated regularly. The students are trained in self defense techniques, and a sense of worth and self-reliance are developed during their study duration in the college. There is a congenial atmosphere in the college, where teachers, non-teaching staff are always ready to support the students.

I wish the incoming students, a very fruitful academic journey in this college and a very successful future.

*Prof. (Dr) Mani Bala*



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गंगा देवी महिला महाविद्यालय







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गंगा देवी महिला महाविद्यालय

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## **1. Ganga Devi Mahila Mahavidyalaya - An Introduction**

### **About the college**

The credit for the establishment of this college goes to our founder Late Shivnandan Prasad ji, who was a staunch supporter of women education. The college, named in remembrance of his Late Mother, Shreemati Ganga Devi, a very devout Hindu lady, started functioning as a private institution from 7<sup>th</sup> December 1971. Earlier he had established Shri Raghunath Prasad Girls High School, in the name of his father. Initially, the college was started in two rooms of Shri Raghunath Prasad Girls High School. Smt. Anjani Prasad, wife of Shivnandan Prasad, was supporting this endeavor, as the Principal. The family members took up the responsibility of promoting this college, which was a great need in this locality of Kankarbagh, which was in its early phase of being populated. Many educated women supported this cause and were the founding teachers of this college.

In 1976, the college got affiliation with Magadh University. The college was flourishing under the patronage of Magadh University. Number of Arts subjects in which degree was awarded in the college started increasing. Now the interest of the girl students increased in science subjects as well, and teaching was started in science also. Classes were started by renting a small house nearby. Following its takeover by the Govt. in 1986, GDMC became a constituent unit of Magadh University, and also received permanent affiliation with UGC, Under Section 2 (f) and 12(B).

After getting land from the Govt. a marble statue of Late Smt. Ganga Devi was installed in the college. With grants from UGC, the buildings of the college came up. After that the beautification of the college took place.

Vocational Courses BBA and BCA studies were started in 2009.

In the year 2016, Gym, Language Lab, National Service Scheme, Counseling Cell etc. were formed in the college. The preparation for



NAAC was done. The college received 'B' grade in 2017. On 18 March 2018 Patliputra University came into existence, and Ganga Devi Mahila Mahavidyalaya became an integral part of this University.

On 7<sup>th</sup> December 2021, we celebrated the Golden Jubilee of our college.

Now the college is imparting education to more than 3000 students in various disciplines. College offers both Under-Graduate and Post-Graduate Programmes. In Post-Graduation, CBCS has been introduced from the academic session 2022. The enrollment process of the Institution is fully transparent and follows the guidelines of Patliputra University, including the Reservation Policy of Govt. of Bihar. Students from different community backgrounds are enrolled in every academic session.

The College is strongly committed to sustainable development through its mechanisms of environmental management in accordance with many of the schemes employed at college campus. The campus is ragging free. Ragging in any form is strictly prohibited in the campus. The Institution is adding up to the human resource by making qualitative and quantitative enhancement and has been adorned with several honours and awards. The College further develops social, environmental and ecological sustainability. College has its own functional 'Environment Policy' to guide its ongoing improvements in the environmental concerns of the institution.

The college provides Quality teaching, Computer education. There is also facility for extracurricular activities including Sports, Music, NSS, NCC, Students' Counselling Cell, Grievance Redressal Cell, Anti-Ragging Cell, Red Ribbon Club, Language Lab are inside the campus. Many Alumni are gainfully employed in various establishments.

## **MOTTO OF THE COLLEGE**

Knowledge Leads to Humility

## **VISION**

Ganga Devi Mahila Mahavidyalaya envisages the creation of an equitable society where women are self-empowered with modern education, training, high quality skills and moral values to make meaningful personal and professional contribution to the real world.

## **MISSION**

- To provide high quality education opportunities to girl students from diverse socio-economic backgrounds.
- To create avenues for encouraging students to prepare and choose a desired career path.
- To develop sustainable infrastructure suitable for intellectual awakening and physical well-being.
- To create an environment of enhanced participative learning through inter-disciplinary and extra-curricular activities.
- To enhance research temperament among students and faculty by facilitating research activities, seminars and workshops.
- To enable students to acquire new skills and improve the existing ones that align with their professional goals or personal interests.
- To groom students into responsible individuals with professional skills, high quality education, multiple talents and strong moral values.

## **OBJECTIVES**

- Provide multiple opportunities to the students to flourish academically and hone their skills and talents.
- Encourage students to develop their personal interests by offering extensive extracurricular programmes.
- Channel youthful energy towards national development by carefully implementing the academic curriculum prepared by Magadh University.
- Motivate students to uphold values of integrity, self-respect, teamwork, creativity even as they strive towards excellence in different spheres of life.

## List of Former Principals / I.C.

S.N.	Name of the Principal	Duration	
01.	Smt. Anjani Prasad	14.04.1971	20.05.1987
02.	Dr Prabha Sinha	21.05.1987	02.06.2002
03.	Dr. Manimala Sinha	03.06.2002	28.02.2003
04.	Dr. Kanchan Chakhaiyar	28.02.2003	12.03.2003
05.	Dr. Urmila Sinha	12.03.2003	30.07.2004
06.	Dr. Prabha Sinha	30.07.2004	31.08.2004
07.	Dr. Krishna Kumari	31.08.2004	01.09.2005
08.	Dr. Urmila Sinha	01.09.2005	01.01.2006
09.	Dr. Kanchan Chakhaiyar	02.01.2006	03.04.2006
10.	Dr. Kumari Savita	04.04.2006	16.10.2008
11.	Dr. Usha Sinha	17.10.2008	21.02.2011
12.	Dr. Renu Kumari	21.02.2011	26.01.2012
13.	Dr. Usha Sinha	27.01.2012	15.06.2015
14.	Prof.(Dr.) Kanchan Chakhaiyar	16.06.2015	31.03.2016
15.	Dr. Usha Sinha	01.04.2016	15.06.2016
16.	Prof. Shyama Roy	16.06.2016	26.09.2019
17.	Prof. (Dr.) Mani Bala	27.09.2019	28.08.2020
18.	Prof. (Dr.) Reeta Km Singh	29.08.2020	31.01.2021
19.	Prof. (Dr.) Mani Bala	05.02.2021	Continued

## Teachers List 2022

S.N.	Teachers Name	Designation	Subject
1	Dr. Mani Bala Principal I/C	Professor	Psychology
2	Dr. Asha Kumari	Assistant Professor	Hindi
3	Mrs. Khusboo	Assistant Professor	Hindi
4	Dr. Subhashni Sinha	Associate Professor	English
5	Dr. Anita Sinha	Associate Professor	English
6	Dr. Farhin Jahan	Assistant Professor , Sr.Scale	English
7	Dr. Kiran Kumari	Associate Professor	Sanskrit
8	Dr. Ragini Verma	Associate Professor	Sanskrit
9	Dr. Bidhu Bala	Assistant Professor	Sanskrit
10	Dr. Minati Jha	Associate Professor	Mathili
11	Dr. Ranjana	Assistant Professor	Mathili
12	Mr. Pranav Kumar	Assistant Professor	Pali
13	Dr. Surendra Prasad	Assistant Professor	Pali
14	Dr Vineeta Mishra	Professor	A.I. & A.S.
15	Dr. Ashutosh	Assistant Professor	A.I. & A.S.
16	Dr. Surendra Singh	Assistant Professor	A.I. & A.S.
17	Dr. Lalit Kumar	Associate Professor	Pol Science
18	Dr. Pramansi Jaidev	Associate Professor	History
19	Dr. Urvashi Gautam	Assistant Professor	History
20	Dr. Jagriti Anand	Assistant Professor	Economics
21	Dr. Diksha Singh	Assistant Professor	Sociology
22	Mrs. Manjari Shukla	Assistant Professor	Sociology

23	Dr. Manisha Kumari	Assistant Professor	Sociology
24	Dr. Sunita Sharan	Assistant Professor	Philosophy
25	Dr. Kalpana Singh	Assistant Professor	Philosophy
26	Dr. Abha Akhauri	Associate Professor	Philosophy
27	Dr. Jyoti Mala	Assistant Professor	Philosophy
28	Dr. Rachna Jaiswal	Assistant Professor	Philosophy
29	Dr. Sajla Shilpie	Associate Professor	Home Sc.
30	Dr. Vidya	Assistant Professor	Home Sc.
31	Dr. Dilip Kumar Verma	Associate Professor	Physics
32	Dr. Pankaj Kumar	Associate Professor	Physics
33	Dr. Ajay Kumar Ajay	Sr. Assistant Professor (Sr. Sc.)	Chemistry
34	Dr. Rimjhimshel	Professor	Botany
35	Dr. Bimla Choudhary	Associate Professor	Botany
36	Dr. Punam Sinha	Assistant Professor	Botany
37	Smt. Sweta Gupta	Assistant Professor	Botany
38	Dr. Kiran Lata	Assistant Professor	Zoology
39	Dr. Bhavya Jha	Assistant Professor	Zoology

#### Guest Faculty

40	Dr. Anjali	Guest Faculty	Mathematics
41	Sri Rahul Prakash	Guest Faculty	Economics
42	Dr. Arati Kumari	Guest Faculty	Psychology
43	Smt. Manorama	Guest Faculty	Sociology
44	Dr. Shambhavi	Guest Faculty	Psychology
45	Dr. Suprita Suman	Guest Faculty	Political Science
46	Dr. Mayurakshi Rani	Guest Faculty	A.I. & A.S.

## Non-Teaching Staff List 2022

S.no	Name	Designation
1	Sri Baidya Nath Jha	Peon
2	Sri Sheo Kumar Prasad	Peon
3	Sri Dharmveer Kumar	Routine Clerk
4	Sri Vivek Kumar	Routine Clerk
5	Sri Deobrat Singh	Peon
6	Sri Sideswar Prasad	Peon
7	Smt. Karuna Tiwari	Peon
8	Sri Gandarv Kumar	Peon
9	Sri Bindeshwar Prasad	Peon
10	Sri Abhimanyu Kumar Singh	Routine Clerk
11	Smt. Sabita Kumari	Routine Clerk
12	Sri Ravi Kumar	Routine Clerk
13	Sri Kumar Pawas	Routine Clerk
14	Sri Sunil Kumar	Store Keeper
15	Sri Shivendra Prasad	Lab-In-charge
16	Sri Abhay Kumar Choudhary	Lab-In-charge
17	Sri Mun Mun Rajak	Lab-Boy
18	Sri Panday Ajit Kumar	Lab-Boy
19	Sri Jag Nath Mishra	Lab-Boy
20	Md. Gulam Mustafa	Lab-Boy
21	Sri Arun Kumar	Lab-Boy
22	Sri Chandrma Singh	Peon
23	Sri Sheo Kumar Rai	Peon
24	Sri Dilip Mahto	Peon
25	Sr Bal Kisun Prasad	Peon

26	Sri Sunil Kumar	Peon
27	Sri Ranjeet Lal Shrivastava	Peon
28	Sri Pramod Kumar	Peon
29	Sri Gautam Kumar Singh	Peon
30	Sri Sanjay Kumar Singh	Routine Clerk
31	Sri Anil Kumar Sinha	Assistant
32	Sri Shiwa Shary Rai	Lab-Boy
33	Sri Vishnu Deo Roy	Peon
34	Sri Surdarshan Prasad	Peon
35	Sri Virendra Kumar Singh	Peon
36	Sri Rajeshwar Prasad Sinha	Sp. Coll
37	Sri Balkeshwar Prasad	Peon
38	Sri Ravindra Kumar Singh	Peon
39	Smt. Siya devi	Lab- Boy
40	Sri Namon Nath Roy	Lab-In-Charge
41	Sri Vishnu Deo Saw	Peon
42	Sri Ful mun Kumar Ghosh	Peon
43	Sri Dev Narayan Prasad	Peon
44	Sri Yegendra Manto	Mali
45	Sri Ram Nath	Peon
46	Sri Naresh Sharma	Peon
47	Sri Vivekanand Singh	Peon
48	Sri Deo Sahay Prasad	Peon
49	Miss Neeta	LDC
50	Smt. Rinku Kumari	LDC
51	Smt. Sarika Keshri	LDC
52	Sri Shankar Kumar	LDC
53	Smt. Sangita Kumari	LDC

## Facilities, Associations and Cells

<b>Facilities</b> <ul style="list-style-type: none"><li>● Automated Library</li><li>● Bank Facility</li><li>● Placement Cell</li><li>● Certificate Course for Skill Development</li><li>● Common Room</li><li>● Basudha Kendra</li><li>● Generators</li><li>● Educational Tour</li><li>● Herbal Garden</li><li>● Sports ground</li><li>● First Aid Health Care Facilities</li><li>● Canteen</li><li>● Drinking Water</li><li>● Smart Class Rooms</li><li>● Well Equipped Computer Labs</li></ul>	<ul style="list-style-type: none"><li>● Well Equipped GYM</li><li>● Well Equipped Language Lab</li><li>● Well Equipped Science Laboratories</li><li>● Wi-Fi Enabled Campus</li><li>● Sehat-Kendra</li><li>● Red Ribbon Club</li></ul> <b>Associations</b> <ul style="list-style-type: none"><li>● Alumnae Association</li><li>● Parent-Teachers' Association</li></ul> <b>Cells</b> <ul style="list-style-type: none"><li>● Anti-Ragging Cell</li><li>● Counselling Cell</li><li>● Grievance-Redressal Cell</li><li>● Internal Quality Assurance Cell (IQAC)</li><li>● Research Cell</li></ul>
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**Courses Available**  
**Ganga Devi Mahila Mahavidyalaya**  
**Admission Seat Matrix - 2022**

Sl. No.	Subject	Total Seat	Admitted
1.	B. Sc., Botany	186	41
2.	B. Sc., Chemistry	186	11
3.	B. Sc., Mathematics	185	15
4.	B. Sc., Physics	186	16
5.	B. Sc., Zoology	186	138
6.	B.A. (Hons.) Ancient History(AIAS)	60	41
7.	B.A. (Hons.) Economics	60	52
8.	B.A. (Hons.) English	120	67
9.	B.A. (Hons.) Hindi	80	70
10.	B.A. (Hons.) History	222	200
11.	B.A. (Hons.) Home Science	80	65
12.	B.A. (Hons.) Maithili	20	0
13.	B.A. (Hons.) Mathematics	10	1
14.	B.A. (Hons.) Pali	10	0
15.	B.A. (Hons.) Philosophy	60	2
16.	B.A. (Hons.) Political Science	140	122
17.	B.A. (Hons.) Prakrit	10	0
18.	B.A. (Hons.) Psychology	120	71
19.	B.A. (Hons.) Sanskrit	40	0
20.	B.A. (Hons.) Sociology	120	101
21.	B.A. (Hons.) Urdu	10	1

**P.G. Courses  
(Regular)**

<b>Subject</b>	<b>Total Seat Allotted</b>	<b>No. of Students Admitted</b>
History	30	30
Sociology	30	12
Home Science	30	23
English	30	29
Botany	30	10
Zoology	30	30
<b>Vocational Courses</b>		
BCA	60	10
BBM	60	10
<b>Self Financing Courses</b>		
B. Com.	30	07
B.Lis	60	30

## **Post Graduate Programme**

Subjects – History, Sociology, Home Science, English, Botany, Zoology

**The Post Graduate Course shall be of four semesters spread over two years duration.**

- **General**

- ❖ ORDINANCE and the REGULATIONS shall be called the 'Admission Ordinance' and 'Regulations of Examination' for Post-Graduate courses to be applicable in the Patliputra University.
- ❖ The Post Graduate Degree Course shall consist of 20 papers spread over four semesters consisting of Core Courses (CC), Elective Courses (EC), Discipline Specific Elective Courses (DSE), Ability Enhancement Courses (AEC) and Ability Enhancement Compulsory Courses (AECC) described in Table 1. There shall be five courses/ papers in first semester, six courses/papers in second semester, six course/paper in third semester and three courses/papers in fourth semester; each course carrying 100 marks The entire curriculum shall be of 2000 marks taken together. However, the CGPA/class shall be awarded on the performance of the candidate in 16 papers which include 14 Core Courses and two Elective Courses, having an aggregate of 1600 marks.

- **Outline of the Choice Based Credit System (CBCS) for PG degree courses :**

- ❖ It consists of a number of courses i.e. Core Course (CC), Elective Course (EC), Discipline Specific Elective Course (DSE), Ability Enhancement Courses (AEC), and Ability Enhancement Compulsory Course (AECC). Each course is equivalent to a paper. The nature of these courses are defined below.

❖ **Core Course (CC) :**

A course which should be compulsorily studied by a candidate as a core requirement on the basis of subject of the Post Graduate Degree Programme is termed as a Core Course.

❖ **Elective Course (EC) :**

Generally a course which can be chosen from a pool of courses (Basket) and which may be very specific or specialized or advanced or supportive to the subject/ discipline of study or which provides an extended scope or which enables an exposure to some other subject/ discipline/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

❖ **Discipline Specific Elective (DSE) Course :**

Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/ Institute may also offer discipline related elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

❖ **Generic Elective (GE) Course :**

An elective course chosen generally from an unrelated discipline/ subject, with an intention to seek exposure is called a Generic Elective.

❖ **Ability Enhancement Courses (AEC) :**

- ❖ The Ability Enhancement Courses (AEC)/ Skill Enhancement Courses (SEC) are the courses based upon the content that leads to life skill enhancement.

❖ **Ability Enhancement Compulsory Course (AECC)**

University will run a number of Ability Enhancement Compulsory courses which is qualifying in nature and students from all faculties have to qualify in all such courses.

❖ **Dissertation/Project/ Internship/ Industrial Training :**

An elective course designed to acquire special/advanced knowledge, such as supplement/study/support study to a project work, and a candidate studies such a course on her own with an advisory support by a teacher/faculty member is called dissertation/project.

● **Credit**

- ❖ The total minimum credits, required for completing a PG program is 100.

The details of credits for individual components an individual courses are given in Table.1

**Table 1: Structure of 2 year (Four Semesters) Post Graduate course under CBCS**

Semester	No. of Course/ Papers	Credit per Course	Total credit	Minimum No. of Learning Hours	No. of Core Paper	No. of Elective Paper	Code & Nature or Elective Course/Paper
I	05	05	25	250	04	01	AECC-I
Semester Break							
II	06	05	30	300	05	01	AEC-I
Semester Break							
III	06	05	30	300	05	01	AECC-2
Semester Break							
IV	03	05	15	150	0	03	EC-1 EC-2 DSE-1 or GE-1
Total	20		100	1000	14	06	

- ❖ The distribution of the six elective papers shall be - two EC, one DSE or one GE, two AECC, one AEC Students may opt for any elective course out of a list of elective papers (Basket) offered by the parent department or any other departments as per her choice with the prior permission of the parent department.
  - ❖ The final CGPA./class will be decided on the performance of the student in the 16 courses/ papers including the 14 Core Courses (CC) / papers and two EC /papers.
  - ❖ The one DSE or One GE, two AECC, One AEC papers will be qualifying in nature a student has to score at least 45% marks in these papers. Grade will be awarded separately for these courses, however, performance in these elective courses/ papers will not be considered for awarding the final-CGPA/ class.
- **Evaluation of Performance Under Semester System**
    - ❖ Any student admitted to PG programme and registered in the University shall be eligible to appear at the University Examination for each Semester only after securing 75% attendance both in theory and practical class separately and also passed in all CIA.
    - ❖ The University Examination of each course in all semesters shall have two components:
      - (i) Continuous Internal Assessment (CIA) of CC, GE and DSE containing 30 marks.
      - (ii) Continuous Internal Assessment (CIA) of AECC and SEC containing 50 marks.

(iii) End Semester Examination (ESE) of CC, GE and DSE containing 70 marks.

(iv) End Semester Examination (ESE) of AECC and SEC containing 50 marks.

**The component of C.I.A. & CC, GE and DSE are follows :**

(i) Two mid semester written tests ( $2 \times 7.5$ )	=	15 marks
(ii) Seminar/Quiz	=	05 marks
(iii) Assignment	=	05 marks
(iv) Attendance and conduct	=	05 marks

**Total = 30 marks**

**• The components of CIA of AECC and SEC/AEC shall be :**

(i) One Mid-Semester Written Test	=	10 marks
(ii) Seminar Quiz	=	10 marks
(iii) Assignments	=	15 marks
(iv) Report on above mentioned papers	=	15 marks

**Total = 50 marks**

**Examinations**

❖ The End-Semester-Examination will be conducted by the University.

**Question paper pattern**

❖ The question paper shall consist of three parts-

**Part A - Compulsory-** consisting of 10 objective/ multiple choice type questions - each carrying two marks **- 20 marks**

**Part B - Short Answer Type -** Four questions to be answered out of five questions - each carrying five marks **- 20 marks**

**Part C - Long Answer Type - Three questions to be answered out of four questions - each carrying ten marks - 30 marks**

- ❖ The candidate's performance in the examination for the Post Graduate programme shall be evaluated following the Uniform Grading system (Credits) formulated on the guidelines of UGC on the computation of Cumulative Grade Point Average (CGPA).
- ❖ The examination of odd semesters I and III shall generally be held in November and December and even semesters II and IV in the month of May-June.

**Passing of Examinations and Promotional Rules :**

- ❖ There shall be no supplementary examination in any of the courses/papers in any semester.
- ❖ The candidates who have been admitted to the First Semester of a two year Post Graduate Programme in a session can be placed in the following categories based on their attendance in the Semester and performance in CIA.
  - (i) Those who have cleared the CIA and attended the required minimum percentage (75%) of attendance shall appear in the ESE.
  - (ii) Those who have not attended the required minimum percentage of attendance (75%) and not cleared CIA shall in no case be permitted to appear in the End Semester Examination.
- ❖ After appearing in the End Semester Examination, the candidates can be placed in following categories in the context of declaration of the results of the Semester Examination (ESE).



- (i) To be declared as having passed in the End Semester Examination in any subject, a candidate must secure atleast 45% marks in each paper i.e. in CIA, theory and practical, or wherever applicable.
- (ii) If a candidate secures 45% marks in atleast three papers in her First/Second/Third End Semester Examination she shall be promoted to next semester.
- (iii) Candidates will have to clear their backlog paper(s) in the next end semester examination of that semester whenever it is held.
- (iv) Even if a student is promoted to Fourth Semester, her final result will only be declared when she has cleared all their backlog papers.
- (v) Final result of Post Graduate degree programme shall be published on the basis of candidate's performance in the 16 papers spread over four semesters, provided she has passed with minimum qualifying marks of 45% in the elective papers of each semester.
- (vi) The final result will be published only after she has cleared all the 20 papers securing minimum qualifying marks.
- (vii) Since it is a continuous evaluation programme, student shall be awarded Grade Point (GP) at the end of each Semester Examination and Cumulative Grade Point (CGP) at the End of Final End Semester Examinations in 10 point scoring system.

- (viii) There shall be no supplementary examination. A student has to score minimum 45% marks in her CIA. Failing to secure minimum marks she shall have to repeat CIA along with the students of the same semester of the next academic session.
- (ix) If students fail to secure minimum 45% marks in CIA of any paper her result will be 'declared as failed' in that paper. Students shall have to reappear in that paper in the same semester of next academic session.
- (x) The name of the promoted candidate/candidates will not be included in the merit list of that subject.
- (xi) A promoted candidate, if she has passed in CIA but fails in theory paper/papers, she shall retain her CIA score and will reappear in the theory paper only of the semester whenever available. However, if a candidate is declared fail in any End Semester Examination, she shall retain nothing and will have to redo the course work of the failed semester again and she has to appear again in CIA as-well-as theory paper.

● **Improvement of Result :**

If a candidate passes in End Semester Examination (ESE), she may apply for the improvement of her result in maximum two papers of the fourth semester. She can avail this facility only in theory papers. Better of the two results will be treated as final result of the candidate in those papers.

However, the name of such candidate with improved result will not be included in the merit list.

- **Declaration of Result :**

The following grading system shall be used by Teacher/Examination department :

**Table 2 : Grading System**

<b>Letter Grade</b>	<b>Percentage Range</b>	<b>Numerical of Letter Grade</b>	<b>Description of Grade</b>
O	100-91	10	Outstanding
A <sup>++</sup>	90-81	9	Excellent
A <sup>+</sup>	80-71	8	Very Good
A	70-61	7	Good
B <sup>+</sup>	60-51s	6	Average
B	50-45	5	Pass
F	Less than 45	Less than 5	Fail

- **Examinations :**

- ❖ The End Semester Examinations (ESE)' shall be conducted by the university. The Continuous Internal Assessment (CIA) shall be conducted by concerned department.

- **Passing of Examination :**

- ❖ A student shall be declared to have passed and promoted to the next semester when she earns B Grade or above grade as mentioned in the table 2 in semester examination covering continuous evaluation, midterm and end-term examinations in all the courses for which she was registered in the said semester.
- (i) In order to be promoted from Semester I to Semester II, a candidate has to pass in at least three papers in Semester I Examinations.

- (ii) In order to be promoted to the Semester III, a candidate needs to pass in at least three papers of Semester I and three papers of Semester II.
  - (iii) In order to be promoted to the Semester IV, a candidate must clear all papers of semester I, atleast three papers of semester II and three papers of semester III.
  - (iv) In Semester IV, a candidate needs to clear all the twenty papers for the award of the Degree.
  - (v) A student passed or promoted to the next Semester shall be entitled to get admitted in the Semester to which she has been declared passed/promoted.
- ❖ A student will be deemed as FAILED in a semester when she gets F grade in more than 50% of the papers offered in the examinations to meet the requirement. Such student will be advised by the University to repeat the semester on payment of semester fee or the half of the academic year fee.
  - ❖ A student who has secured less than B Grade in one or more course may also be promoted to the next semester if she has not otherwise failed as per section above. However, she will have to re-appear in the examination of such courses, one time only as and when it is held or at the time of regular End-Semester Examination (ESE) in which she has been promoted.
  - ❖ A student shall be declared to have failed in the programme when she fails to qualify for promotion to the next semester after two successive attempts.

- ❖ Grades that may be shown in the award sheet of a student without any numerical value are N.A (Not Applied) and S.P (Satisfactory Performance) for course(s) extending beyond a semester such as Project Work.
- ❖ There shall be a Semester Grade Point Average (SGPA) calculated for each semester on the basis of grades obtained in that semester. The SGPA for the Jth Semester is calculated as

$$SGPA = \frac{\sum_{i=1}^n m_i o_i}{\sum_{i=1}^n O_i}$$

The cumulative Grade Point Average (CGPA) for at the end of programme is given as :

$$= \frac{\sum_{j=1}^4 (SGPA)_j . C_j}{\sum_{j=1}^6 C_j}$$

where  $C_j$  is the total number of credits in the jth Semester and  $(SGPA)_j$  is SGPA obtained in jth semester.

□

## 2. Infrastructure

- i. **Common Room** : College has well-equipped common room for students where they can spend their leisure time productively.
- ii. **Computer Lab** : Well-equipped, Wi-fi enabled computer lab having approximately 66 computers are available in the academic building of the college. Computer lab is run and managed by BCA Department of the college.
- iii. **Conference Room** : Fully air-conditioned conference room with proper audio-video set-up is located in the ground floor of the academic building.
- iv. **Gymnasium** : College has well-equipped gym for students and staff-members in the campus. A gym trainer is available for providing guidance and training.
- v. **Language Lab** : College has a well-developed language lab for soft-skill development of the students. It also has English language software to improve English-speaking skills.
- vi. **Library** : Library of the college is attached to the main academic building with e-library facility.
- vii. **Seminar Hall** : A Seminar Hall having seating capacity of around 80 students is situated in the ground floor of the main building. Fully Air-Conditioned, the hall is equipped with modern facilities suitable for organizing all types of academic activities.
- viii. **Smart Class Rooms** : College is well-equipped with modern techniques of teaching and learning. There are 5 class-rooms having smart boards setup which can be used as computers. It has made digital access of learning resources quite convenient.



### 3. Cell

- i. **Anti-Ragging :** Ganga Devi Mahila Mahavidyalaya has a completely ragging free campus. A three-tier structure consisting of Anti - Ragging Squad at the lowest tier, Anti - Ragging Cell at second tier and Anti - Ragging Committee at the highest tier has been constituted for grievance redressal of the students.
- ii. **Grievance Redressal Cell :** Grievances of the students are redressed by Grievance Redressal Cell comprising Principal, senior faculty members and representatives of Students' Central Society. The Cell addresses grievances of the students which are mainly related to campus & class discipline, library, teaching-learning, etc.
- iii. **Internal Quality Assurance Cell (IQAC) :** The IQAC is a cell meant for creating, maintaining and enhancing quality in all spheres in the college for overall student support and progression. The IQAC is the central quality monitoring body of the institution.
- iv. **Research Cell :** Research is the backbone of academics. The research cell, strives to nurture research culture in the institute by promoting research based activities on emerging trends, keeping in view a multidisciplinary facet. It also aims to enhance the general research capacity by way of participating in workshops, projects etc. A Research Cell functions in the College with the aim of promoting research culture among the faculty and students, the committee meets :
  - to discuss various aspects of research programme on a regular basis
  - to co-ordinate the publication of research journal



## 4. Facilities

- i. **Alumni Association :** The institution has an active alumni association, College maintains an active network with the alumni through alumni meet, website and their visit to the campus.
- ii. **Assistance for Differently Abled :** Students who are differently abled are provided proper care in the institution. Ramp facility and wheelchairs are available in the campus.
- iii. **Bank :** A branch of Central Bank of India is situated inside the premises of the college. It has made access to all sorts of banking facilities to all the staff and students of the college.
- iv. **Establishment of Botanical/Herbal Garden :**
- v. **Canteen :** A canteen is situated inside the campus which provides healthy and hygienic eatables at affordable prices.
- vi. **Government Scholarship :** As per the rules of Bihar Government, college provides free education to students and also encourages SC/ST and OBC students to apply for scholarships provided by Government.
- vii. **NCC :** The N.C.C. unit of College is affiliated to 1st NCC-1 Bihar Signal Coy BR-19/SW/A/550124
- viii. **NSS :** The National Service Scheme (NSS) is a Central Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to Youth of College & University to take part in various College, University, State & National level community service activities and programmes. The objectives of NSS are to develop among students a sense of social, environmental, civic responsibility and develop leadership qualities and capacity to face emergencies, disaster.



- ix. **Parent Teacher Association :** College has a strong and active Parent-Teacher Association and Parent-Teacher Meet is organised once in every academic session.
- x. **Rain Water Harvesting :** Rain Water Harvesting Unit has been set-up in the campus as a step towards sustainable development.
- xi. **Red Ribbon Club :** Red Ribbon Club (RRC) is movement which was started by Government of India in colleges & Universities. The purpose of RRC is to spread awareness related to HIV/AIDS, Voluntary Blood donation. RRC works in our college under NSS Unit and it motivate the youth in the activities which lead to make aware of cause and prevention of AIDS it promotes Voluntary blood donation and to fulfil this purpose, it organizes and facilitates voluntary blood donation camp.
- xii. **Mentor Classes :** MENTOR Classes are organised specially for slow learners in every academic session. In these classes, teachers provide extra guidance so that concept building becomes more RECEPTIVE for every student.
- xiii. **Stationery shop :** A stationery shop is located inside the campus which provides all types of stationery along with text books and photocopy facility for students at affordable rate.
- xiv. **Sehat Kendra :** Sehat Kendra is program of State Health Society, Bihar in collaboration with Bihar State AIDS Control Society (BSACS) and supported by Population Foundation of India. It was established at Ganga Devi Mahila College on 01.07.2021. The purpose of Sehat Kendra is to spread

awareness related to HIV/AIDS, Hygiene, Mental Health, Family Planning etc. Tuberculosis and general health awareness including nutrition of mother and child. It works in our college under NSS Unit. It acts as a safe space for the students to discuss, deliberate widespread awareness on a range of issues related to health needs. It organizes college, university, State and National level competitions related to health, HIV/AIDS, Voluntary Blood Donation.

**Waste Management :**

- Non-hazardous chemical wastes from laboratory are disposed of in the sink under running water.
- The institute takes efforts to minimize e-waste by repairing the computer and electronic components.
- The college does not generate biomedical waste.



## 5. Campus Discipline

- **Disciplinary Rules and Regulations of the College**

1. Students are expected to be punctual at the lectures and practical classes, they have to maintain proper discipline within the college premises.
2. It is mandatory for the students to be in proper uniform, otherwise they will have to pay Rs. 20/- as fine.
3. ID card inside the campus is mandatory.
4. During non- lecture hours students are directed to either study silently in the library or in the common room or the benches provided in the campus.
5. Students should strictly maintain silence in the main college building and college corridor.
6. 75% attendance in both theory and practical classes is compulsory.
7. No student shall be allowed to appear in the University Exams unless all her dues are cleared and she is declared "sent-up" by the respective departments.
8. Use of mobile phones inside the campus is strictly prohibited.  
May be used in the class room if permitted by the concerned teacher. If found guilty of using them, students will be confiscated and will have to pay Rs. 100/- as fine.  
Mobile phone can be used in Students' Common Room and Canteen.
9. Any student found misbehaving or caught adopting unfair practices during lectures is liable for immediate disciplinary action.
10. Use of polythene inside the college premises is prohibited.
11. Keep the college campus clean by disposing waste in proper dustbins.

12. Save water and do not waste drinking water. It is necessary to close the water tap after every use.
13. College furniture like chair, desks, benches or podium should not be removed or displaced from its proper place and should not be made dirty.
14. It is mandatory for all the students to take part in the extra-curricular, co-curricular and sports activities.
15. Students are directed not to take part and not to make any WhatsApp group for any type of 'dharna' or protest which in any way affect the educational environment of the college and the university.
16. Ragging in any form is strictly prohibited. It is a punishable offence. Students involved in ragging may face expulsion from the college and university. Legal action may also be taken against them.
17. No meeting of the students should be held in the college campus, at the gate or within the periphery of the college without prior permission or consent of the Principal.
18. There are committees / cells like 'Students Grievance Redressal Cell' and 'Anti Ragging Cell' in the college to monitor the academic as well as personal issues of the students.

- **Library Timing**

The Library opens for seven hours from 10.00 AM to 4.00 PM for students' convenience. The Library remains closed on Sundays and Public Holidays.

- **Membership**

All the bonafide students, teaching, non-teaching staff members have right to access the College Library. To become a member of library, bonafide students should fill a form available with the Library Office.

The registered members are issued Library Card corresponding to their entitlement. The Library members have following entitlements :

Category of Members	Entitlement	Duration of Borrowing	Penalty For Late Return
Students (Undergraduate)	3 Books	15 days	Rs-5/-Per day
Students (Postgraduate)	3 Books	15 days	

● **Rules Regarding Books Issue/Return/Renew**

- Membership is obligatory for all students within 2 months of admission.
- ID card is a must for all library transactions. ID cards are non-transferable.
- Library facilities are available for those students who have Library Cards.
- Users are requested to maintain silence in the library.
- Students are advised to check the Library notice board regularly.
- Students will apply for books in the prescribed form by 2 PM.
- Students will search through Computer/ Catalogue Cards of the library to guide them in the choice of books.
- Issued books must be returned on or before the due date.
- Where the due date falls on a holiday, the return period will be considered as extended by one day.
- Students who fail to return books at the scheduled time will pay a fine of RS. 5/- per day, per books.
- A book may be reissued once, provided there is no reservation placed on the books.
- Reference books are not issued and are to be referred inside the library.

- Journals and Reports are not for loan.
- Photocopying a full book is not permitted inside the library or campus.
- Any book returned in bad condition is liable for payment of binding charge of RS. 50/- per book.
- Tearing of pages and scribbling in the Library books should be avoided.
- Use of mobile phone is prohibited.
- The library reading area should be used only for reference and consultation of resource materials.
- Students are requested to use books with care. They will be held responsible for mishandling.
- Library books are not to be lent by students to anyone inside the College or outside the College.
- No magazines or papers of the Library will be lent for home use.
- All Library Rules and Regulations must be strictly followed in the Library.
- Persistent defaulters of Library rules will have their Library services suspended.
- For all first/second/third year students, issue of books stops a week before the filling of their respective Annual Examination Form. The students have to return the overdue Library books and deposit library dues, if any.



## 6. Event Calendar for the Academic Session 2022-23

Date	Event	Organizing Department
AUGUST		
01.08.2022	World Breast Feeding Week Begins	Deptt. of Home Science
07.08.2022	World Breast Feeding Week Concludes	
13.08.2022	Pre Independence Celebration	Students' Central Society
15.08.2022	Independence Day	
SEPTEMBER		
01.09.2022	Induction Meet	Students' Central Society
01.09.2022	National Nutrition Week Begins	Deptt. of Home Science
01.09.2022	Hindi: Falhwada Begins	Deptt. of Hindi
05.09.2022	Teachers' Day	Deptt. of Philosophy
07.09.2022	National Nutrition Week Concludes	Deptt. of Home Science
08.09.2022	World Literacy Day	NSS
10.09.2022	World Suicide Prevention Day	Deptt. of Psychology
15.09.2022	Hindi: Falhwada Samapan	Deptt. of Hindi
22.09.2022	World Blood Donation Day	NSS
24.09.2022	NSS Day	NSS
OCTOBER		
04.10.2022	World Animal Day	Deptt. of Zoology
NOVEMBER		
09.11.2022	National Entrepreneurship Day	Incubation Centre
14.11.2022	World Sociology Day	Deptt. of Sociology
14.11.2022	Text/Theory Based Movie Screening	Deptt. of English
17.11.2022	World Philosophy Day	Deptt. of Philosophy
26.11.2022	Constitution Day	Deptt. of Political Science
	Foundation Day/Annual Day	Students' Central Society
DECEMBER		
01.12.2022	World AIDS Day	NSS
02.12.2022	World Pollution Day	Deptt. of Botany
02.12.2022	World Computer Literacy Day	Deptt. of BCA
10.12.2022	Human Rights Day	Deptt. of Political Science
14.12.2022	World Energy Conservation Day	Deptt. of Physics
22.12.2022	National Mathematics Day	Deptt. of Mathematics
1st Week of Dec.	Alumni Meet	
3rd Week of Dec.	Sports Day	
JANUARY		
07.01.2023	World Urdu Day	Deptt. of Urdu
10.01.2023	World Hindi Diwas	Deptt. of Hindi
12.01.2023	National Youth Day	NSS
26.01.2023	Republic Day	
FEBRUARY		
21.02.2023	National Management Day	Deptt. of BBA
28.02.2023	Science Day	Science & IT Society
MARCH		
08.03.2023	International Women's Day	Students' Central Society
15.03.2023	World Consumer Rights' Day	Deptt. of Economics
21.03.2023	World Social Work Day	Deptt. of BSW
21.03.2023	International Day of Forest	Deptt. of Botany
22.03.2023	World Water Day	Green Earth Brigade
APRIL		
07.04.2023	World Health Day	
22.04.2023	World Earth Day	
MAY		
22.05.2023	International Day for Biological Diversity	Deptt. of Zoology
JUNE		
05.06.2023	World Environment Day	Deptt. of Botany
21.06.2023	International Yoga Day	NSS
29.06.2023	National Statistics Day	Deptt. of Statistics

### 7. Timetable

Day	Class	10:10 to 11:00	11:00 to 11:50	11:50 to 12:40	12:40 to 1:30	1:30 to 2:20	2:20 to 3:10	3:10 to 4:00
Monday	I.A. I							
	I.A. II							
	B.A. I							
	B.A. II							
Tuesday	B.A. III							
	M.A. I <sup>st</sup> Sem							
	I.A. I							
	I.A. II							
Wednesday	B.A. I							
	B.A. II							
	B.A. III							
	M.A. I <sup>st</sup> Sem							
Thursday	I.A. I							
	I.A. II							
	B.A. I							
	B.A. II							
Friday	B.A. III							
	M.A. I <sup>st</sup> Sem							
	I.A. I							
	I.A. II							
Saturday	B.A. I							
	B.A. II							
	B.A. III							
	M.A. I <sup>st</sup> Sem							



Day	Class	10:10 to 11:00	11:00 to 11:50	11:50 to 12:40	12:40 to 1:30	1:30 to 2:20	2:20 to 3:10	3:10 to 4:00
Monday	I.Sc. I							
	I.Sc. II							
	B.Sc. I							
	B.Sc. II							
Tuesday	B.Sc. III							
	M.Sc I <sup>st</sup> Sem							
	I.Sc. I							
	I.Sc. II							
Wednesday	B.Sc. I							
	B.Sc. II							
	B.Sc. III							
	M.Sc I <sup>st</sup> Sem							
Thursday	I.Sc. I							
	I.Sc. II							
	B.Sc. I							
	B.Sc. II							
Friday	B.Sc. III							
	M.Sc I <sup>st</sup> Sem							
	I.Sc. I							
	I.Sc. II							
Saturday	B.Sc. I							
	B.Sc. II							
	B.Sc. III							
	M.Sc I <sup>st</sup> Sem							

**8. ACADEMIC CALENDER (Session 2021-22)  
Reopening after summer vacation: 1<sup>st</sup> July'2021  
Academic Schedule**

	Start Date	End Date	No. of Days
<b>Teaching for Intermediate and B.A./B.Sc.</b>	01/07/2021	29/05/2022	236
<b>Dussehra Holidays</b>	12/10/2021	16/10/2021	5
<b>Diwali chhath Holidays</b>	04/11/2021	11/11/2021	8
<b>Winter Holidays</b>	24/12/2021	01/01/2022	9
<b>Summer Vacation</b>	01/06/2022	30/06/2022	30

Month	Teaching Days	Class Test	Parents Teachers Meeting
July	25	29/07/2021	09/09/2021
August	23	28/08/2021	(departmental)
September	24	29/09/2021	
October	18	30/10/2021	10/12/2021
November	18	29/11/2021	(departmental)
December	19	22/12/2021	
January	23	31/01/2022	12/03/2022
February	22	28/02/2022	(departmental)
March	21	31/03/2022	
April	20	30/04/2022	07/05/2022
May	22	31/05/2022	(common)

Year	Exam (Tentative)
Intermediate 1 <sup>st</sup> year (Sent-Up)	April'22
Intermediate 2 <sup>nd</sup> year	December'22
B.A./B.Sc. Part I	May'22
B.A./B.Sc. Part II	May'22
B.A./B.Sc. Part III	May'22

**Note- Dates for final exam of Intermediate to be decided by BSEB  
Dates for final exam of B.A./B.Sc. to be decided by PPU.**

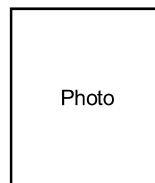
Date	Special day to be observed
05/07/2021	Environment Day
11/07/2021	Population Day
15/08/2021	Independence Day
22/08/2021	Sanskrit Diwas
05/09/2021	Teacher's Day
14/09/2021 – 28/09/2021	Hindi Diwas and Hindi Pakhwada
September	Nutrition Month
24/09/2021	NSS Day
02/10/2021	Gandhi Jayanti
14/11/2021	Children's Day
01/12/2021	World AIDS Day
12/01/2022	National Youth Day
26/01/2022	Republic Day
05/02/2022	Saraswati Puja
27/02/2022	Science Day
01/03/2022 – 06/03/2022	Sports Week
08/03/2022	International Women's Day
22/03/2022	Bihar Diwas
07/04/2022	World Health Day
13/04/2022	Ambedkar Jayanti
02/05/2022	Labour's Day
16/05/2022	International Family Day
21/05/2022	International Biodiversity Day
31/05/2022	World Environment Day

**\*To be observed in 2<sup>nd</sup> half of the mentioned date**

## 9. PERSONAL DETAILS

(For office use)

(To be submitted to the H.o.D. within a month of admission)



1. Name : ..... 2. Roll No.....  
3. Core Course : ..... 4. Session.....  
5. E-mail : ..... 6. Blood Gr.....  
7. Name, Designation, and the Address of Parents

(Permanent Home Address)

Name : Father : ..... Mother : .....

Address : .....

Tel. No. (O) ..... Tel. No. (R) .....

Mobile .....

Occupation of Father .....

Occupation of Mother .....

8. Specimen signature of Parents

Father .....

Mother .....

Guardian .....

Contact Number : .....

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### In case of emergency

Contact : .....

Phone : ..... Mobile : .....

Signature of the Student .....

Date : .....

आवश्यक टेलीफोन नम्बर

[illegible]

**स्मरणीय**

[illegible]









## **GANGA DEVI MAHILA MAHAVIDYALAYA**

Lohiya Nagar, Kankarbagh, Patna

A Constituent Unit of Patliputra University, Patna

**NAAC Accredited Grade - B**

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