



PROSPECTUS

2021-2022



**“EDUCATION IS THE MOST POWERFUL WEAPON WHICH YOU
CAN USE TO CHANGE THE WORLD.”**

- NELSON MANDELA

OUR INSPIRING SPIRIT



THE FLAME THAT CONTINUOUSLY
GUIDES AND INSPIRES US...

LATE SH. MANOHAR BATRA

(1946-1967)

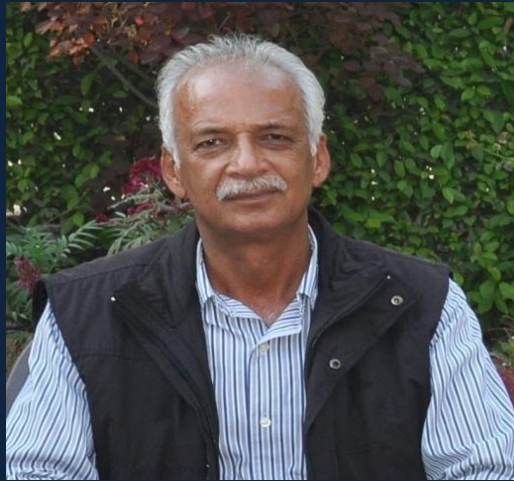
OUR TORCH BEARERS



OFFICE-BEARERS

- Sh. Atam Parkash Batra, Chairman
- Sh. Rajiv Batra, President
- Sh. Ashok Kumar Taneja, Vice-President
- Sh. Vinod Kumar Mehta, General Secretary
- Sh. Kailash Batra, Treasurer

PRESIDENT'S MESSAGE



The dream visualized by our elders of establishing an educational institute in this once educationally backward region and subsequent tireless efforts rendered by visionary people of Fatehabad have made it materialize into a reality and a reputed and prestigious institute in the form of “Manohar Memorial College” is proudly before us. Our sincere thanks are due to all the persons who have contributed in this long journey and enabled this institute to create niche of its own. Handling the baton handed over by our ancestors effectively to keep the momentum of growth and development on and earning the co-operation of every segment of the society would be at the top of my team's agenda in the coming times. New avenues of growth have to be explored, new visions have to be developed, broad and positive thinking and outlook has to be suitably nurtured. We, as a team, vow to put our sincere and soulful efforts in this regard and leave no stone unturned to take our beloved institute to new heights and redefined standards.

Manohar Memorial College with its proud existence of 50 years is continuously engaged in imparting quality education and creating awareness among masses in general and students in particular. Milestones are getting surpassed, new goals keep on flashing on minds and continue to be suitably targeted and achieved. Living and growing with the success of this institute would always be at the core of our efforts and we hope that with the blessings of the Almighty and good wishes of all, the mission continues to be accomplished with renewed zeal.

Rajiv Batra

FROM THE PRINCIPAL'S DESK



I really feel honored to be the principal of one of the renowned educational institutions of Haryana. Indeed, Manohar Memorial Post-Graduate College, Fatehabad (Haryana) is an epitome of excellence and quality education. The hard-working students who hail from nearby as well as far areas come in this beautiful college to cherish the “True Meaning of Education.” The purpose of our institute is to give "True Enlightenment" to the students to enable them to live life beautifully. The role of “Teaching and Non-Teaching Staff” is quite praiseworthy in fulfilling this aim. Students always feel motivated to achieve the real "Purpose of Life." Indeed, they feel encouraged to gain an extraordinary experience of "Learning and Understanding Education" from the excellent teachers. Their knowledge is enhanced and enriched through a fine balance between “Curricular and Extra-Curricular Activities.”

The college is continuously embarking on the wonderful journey of success because of the perfect coordination between the teacher and the taught. It's true that one should work relentlessly with deep commitment in order to achieve the desired goals. A disciplined person always excels in dealing with the most difficult challenges of human life only because of his/ her true commitment. Various golden opportunities are provided to all the students regarding their education at each and every step of their college life's journey. I wish all the prospective students a great career and meaningful existence with constant good health and real happiness in their lives.

May all the shining stars keep working hard. All the best for all your future endeavours !

Dr. Gurcharan Dass

COLLEGE AT A GLANCE



Manohar Memorial Post-Graduate College, Fatehabad (Haryana) came into its wonderful existence on **June 24, 1970**. The college has been marching ahead on its uphill journey since its inception. It has since become synonymous with dedication, commitment and service to the community in this educationally and culturally backward region. It is universally recognized for its impeccable credentials of being a top-ranking and first-rate institution all over the state. It has left behind more than five glorious decades of its eventful history.

The college owes its emergence to the “**Divine Inspiration**” of **Late Swami Gita Nand Ji Maharaj** who counselled **Late Mehta Khem Raj Ji Batra** to establish a college in the name of his only son **Manohar Batra** who had been snatched away by the cruel hands of destiny in his blooming youth while he had still seen only twenty-one springs of his life. The college was approved in the first instance by **Panjab University, Chandigarh**; then by **Kurukshetra University, Kurukshetra** and is presently affiliated to **Chaudhary Devi Lal University, Sirsa**.

The self-contained twenty acre sprawling campus is strategically located in the heart of the city on the National Highway in its green natural environs. It is well-equipped with an extensive building infrastructure containing all state-of-the art facilities. The campus boasts of spacious and well-maintained playgrounds for all games and sports.

A UGC sponsored three-storeyed Women's Hostel with all modern amenities marks as a majestic landmark on the campus. There are six ultra-modern air-conditioned laboratories of Computers. Well-equipped English language laboratories are also there to meet all the requirements of students as well as teachers. In addition, there are exquisite laboratories of Physics, Chemistry, Bio-Technology, Home Science and Music with all the modern facilities.

This college started with "Arts Faculty" in the year of its inauguration in 1970. The "Commerce Faculty" was added soon after in 1972. After that, in 1992, sincere efforts were made to introduce Honours classes in English, Sanskrit and Punjabi. The year 1995-1996 saw further strengthening of the Arts Faculty with new subjects of Home Science and Music (Instrumental). From 2001-02 onwards the college provided the specialized studies in 'O' Level Computer Course under "Employment Generation Scheme" of Government of India. Later, the 'Job Oriented' Vocational Course in B.Com. (Computer Applications) and 'A' Level Computer Course were added in the year 2002-03 and 2003-04 respectively.



For the session 2020-21, UGC granted permission to start five new "Skill Development Courses" (Banking and Financial Services, IT, Telecom, Health Care and Retail). It is matter of great pride and honour that during the last more than five decades, this 'Multi-Faculty Co-Educational College' has made a remarkable headway not only in the field of academics but has also recorded its outstanding presence in the domains of

Cultural Activities, NCC, NSS, Sports and various other allied disciplines at Haryana and National Level. U.G.C. sponsored Add-on courses “Internet and Web Designing”, “Secretarial Practice” and “Certificate Course in Human Rights.” The University Grants Commission also granted the permission to establish the “Nehru Study Centre” under the scheme of “Epoch Making” and a “Women Study Centre” in the college were introduced from the session 2010-11.

M.M. College is indeed a brand name today in the field of higher education religiously engaged in exploring newer and fresher academic horizons year after year. Its very name evokes feelings of respect and reverence in the hearts of all its stakeholders.

COURSES OFFERED WITH NUMBER OF SEATS

COURSES

Number of Seats

➤ Bachelor of Arts

- | | |
|------------------------|------------|
| • B.A. (General) | 800 |
| • B.A. (Punjabi Hons.) | 40 |

➤ Bachelor of Science

- | | |
|----------------------------|------------|
| • B.Sc. (Non- Medical) | 140 |
| • B.Sc. (Medical) | 60 |
| • B.Sc. (Computer Science) | 60 |

➤ Bachelor of Commerce

- | | |
|-------------------------------|------------|
| • B.Com. (Aided) | 80 |
| • B.Com. (Under Self-finance) | 290 |

➤ Bachelor of Computer Applications ((BCA)

	60
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➤ Master of Arts

- | | |
|--------------------|-----------|
| • M.A. (English) | 50 |
| • M.A. (Hindi) | 40 |
| • M.A. (Punjabi) | 40 |
| • M.A. (Economics) | 40 |

➤ Master of Science

- M.Sc. (Physics) 40
- M.Sc. (Chemistry) 40
- M.Sc. (Mathematics) 40

➤ Master of Commerce (M.Com.) 60

➤ Diploma in Fashion Designing 60

➤ Bachelor of Library Science (B. Lib.) 40

SUBJECT COMBINATIONS FOR B.A. STUDENTS

1. Sanskrit, Mathematics	2. Sanskrit, Physical Education
3. Political Science, Physical Education	4. Punjabi, Public Administration
5. Punjabi, Music (V)	6. Punjabi, Physical Education
7. Punjabi, Home Science	8. Economics, Sanskrit
9. Economics, Punjabi	10. Economics, Mathematics
11. Economics, Public Administration	12. Economics, Physical Education
13. Economics, Music (I)	14. Public Administration, Physical Education
15. Public Administration, Home Science	16. Public Administration, Music (I)
17. Public Administration, History	18. Political Science, Sanskrit
19. Music (V), Home Science	20. Political Science, Punjabi
21. Political Science, Mathematics	22. Political Science, Music (V)
23. Political Science, Home Science	24. Political Science, Music (I)
25. Home Science, Economics	26. Music (I), Punjabi
27. Music (I), Home Science	28. History, Sanskrit
29. History, Punjabi	30. History, Economics
31. History, Mathematics	32. History, Political Science
33. History, Physical Education	34. History, Home Science
35. Geography, Economics	36. Geography, Mathematics
37. Geography, History	38. Geography, Political Science
39. Political Science, Economics	

Certificate Courses

- Certificate Course in Health Care
- Certificate Course in Telecom
- Certificate Course in IT/ITes
- Certificate Course in Retails
- Certificate Course in Banking & Financial Services

*The Reservation of Seats is as per the 'Reservation Policy' of the Haryana Government.

LEARNING FACILITIES

NATIONAL SERVICE SCHEME (N.S.S.)

Our college has two active NSS units. The information about NSS provision can be obtained from NSS Program Officers of college for both Boys and Girls units. NSS units organize variety of Programs for the benefit of Society at large. NSS camps are organized with the financial assistance given by Directorate Higher Education, Haryana. Camps are organized in various distant rural villages and slum areas. During these days, villages are adopted by NSS units. The illiterate peoples of those areas are trained by giving information regarding new techniques, Adult Education.



The NSS Unit of our College has been doing excellent social work in Rural areas. Apart from clean the campus campaign, Tree Plantation, AIDS awareness rally, Save the female child, Literacy Movement, Shiksha Abhiyan etc. they participate in SHARMDAN and organize guest lectures on current social issues.

NATIONAL CADET CORPS (N.C.C.)

Our College has NCC units available for both Boys and Girls. National Cadet Corps is a Tri-Services Organization comprising the Army, Navy and Air Force, engaged in grooming the youth – 'The Leaders of Tomorrow' – into disciplined and patriotic citizens. National Cadet Corps (NCC) is a premier youth organization which functions directly under the Ministry of Defense. It functions at a national level to train the young boys and girls to be better citizens and future leaders of our country.



At the Headquarters level, this organization is headed by an officer of the rank of Lieutenant General. He is the Director General of the NCC. Two other officers of the rank of Major General, five Brigadier level officers and other civil officials assist him. The Headquarters is located in Delhi. There are 17 Directorates located in the state capitals headed by an officer of the rank of a Brigadier from the three Services. Depending upon the size of the state and growth of NCC in the states, Directorates have up to 14 Group Headquarters under them through which they exercise their command and control of the organization in the state. Each group is headed by an officer of the rank of Colonel or equivalent known as Group Commander. Each NCC Group Headquarters control 5-7 units (Bns) commanded by Lt. Colonel/Major or equivalent. Each Battalion consists of companies which are commanded by the Associate NCC Officer (ANO) of the rank of lieutenant to major. There are three types of certificates as A, B and C in NCC. In Colleges C certificate is given to the students of three-year degree course after completion of all requirements for it.

College library is proud to have a rich collection of about 50,000 books that cover all the important subjects. Almost all the journals and periodicals are subscribed and made available to the students. Students are provided with the facilities of consulting e-books and e-journals apart from providing them access to INFLIBNET and DELNET Surfing. Rajiv Gandhi Library is computerized with the world- famous software, KOHA. The library provides access to e-resources with 15 computer systems. CCTV cameras are also installed at several locations for the security of the library. Several famous newspapers are provided in the library in three languages: Hindi, English and Punjabi. “Digital Section” saves the time of the users in library and gives them access to the self-prepared database, "INFOSTO" which provides e- syllabus, e- books, e- question papers, e- journals etc.



The Book Bank Section, Career Point, Reference Section, Digital Section, Text Book Section, Reading Room Section, Online Resource Section, Books Issue/Return Section of the library play a very significant role in fulfilling the academic needs of the students as well as the teachers.

The library helps the learners in enriching their knowledge. The library has a good collection of books, magazines, periodicals and journals. The Library Staff makes sure proper handling of books, newspapers, periodicals and journals and also assists the students and teachers in accessing to online resources.

WHOM TO CONSULT

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|--|-----------------------|
| 1. Bursar / Online Banking
Proctor-in-Chief
Attestation and Character Certificate Signature (Arts)
College Magazine Chief Editor | Prof. Mahesh Mehta |
| 2. Career Guidance and Placement Cell
Students' Pending Fee UG/PG (Arts)
Attestation and Character Certificate Signature (Arts)
Earn While Learn Scheme
Road Safety Club | Dr. Minakshi Kohli |
| 3. UGC/RUSA
Environment, Eco - Club (Nature Interpretation/Lawn-Herbal
Park Greenery Maintenance)
Admission of Commerce (UG/PG)
Attestation and Character Certificate Signature (Commerce)
Boys Canteen and Parking Lot | Prof. Devinder Kumar |
| 4. Literary Events
Legal Literacy Cell
Mentorship Incharge
Decoration/Refreshment/Hospitality | Prof. Jyoti Nagpal |
| 5. Cultural Activities
Women Cell | Dr. Seema Sharma |
| 6. Youth Red Cross
Complaints of Sexual Harassment (Anti- Ragging/internal
Complaint Committee)
Red Ribbon Club
Attestation and Character Certificate Signature (Science)
Anti-Tobacco/Anti- Drugs Programme
Students' Pending Fee UG/PG (Science) | Mrs. Pratibha Makhija |
| 7. Certificate Course in Retails | Dr. Vanita Vashisht |

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|--|------------------------|
| 8. NSS Programme Officer (Girls)
Maintenance Manohar Smriti Notice Board & Vocabooster | Dr. Tripta Mehta |
| 9. Swami Vivekananda Youth Cell
Remedial Classes and Best Practices
Solar Energy/Maintenance
Result Analysis
Research, Innovations and Extension
Students' Pending Fee UG/PG (Commerce) | Dr. Robin Anand |
| 10. NCC (Girls)
Hostel Warden/ Girls Canteen/Girls Common Room
Educational Tour | Dr. Rajni Verma |
| 11. Voter Card/Bus Pass/ Driving License /Passport/ Family ID
Ek Bharat Shrestha Bharat
News/Press Note | Dr. Sumangla Vashisht |
| 12. NCC (Boys)
SC/BC Cell (Scholarship & Fees)
Certificate Course in Banking & Financial Service
In charge, Time Table & Workload (Commerce) | Mr. Vinod Kumar |
| 13. In charge, Sports
Certificate Course in Health Care
Building Maintenance
NSS Programme Officer (Boys) | Dr. Ram Gopal |
| 14. Incharge, Library
Beti Bachao Beti Padhao
Campus Beautification & Cleanliness | Mrs. Sandhya Aggarwal |
| 15. In charge, Admission
EDUSAT
Electricity Maintenance
MIS Portal
Certificate /Short Term/Add-on Course | Dr. Surender Pal Singh |

16. Controller of Exams

Dr. Vijay Goyal

Certificate Course in Telecom

In charge, Time-Table and Workload (Arts)

Internal Quality Assurance Cell & AISHE

Alumni Association & PTM

17. Nodal Officer, Admission & EDP

Dr. Vikesh Sethi

Certificate Course in IT/ITes

Institution Innovation Cell/ Super 30

Incharge, Time Table & Workload (Science)

Website Updation/ Language Lab

Webinars/Online Programmes

NON-TEACHING STAFF

- Mrs. Sandhya Aggarwal, Librarian
- Mr. Ramandeep Singh, Assistant Librarian
- Mrs. Anu Jindal, Deputy Superintendent (Offg.)
- Mr. Narinder Sardana, Clerk
- Mr. Jitendra Batra, Clerk
- Mr. Gurpreet Singh, Restorer
- Mrs. Shalu Ahuja, Clerk
- Mr. Khanesh Mehta, Clerk
- Mr. Raj Kamal, Clerk
- Ms. Kavita Mehta, Clerk
- Mr. Bhaskar Batra, Clerk
- Mr. Bajrang, Clerk
- Mr. Subhash Chander, Clerk
- Mr. Narender Nagpal, Clerk
- Ms. Rupali, Clerk
- Mr. Vivek Sachdeva, Clerk
- Mr. Rajesh Kumar, Technical Assistant
- Mr. Sandeep Bishnoi, Library Assistant

COMMON SPACE FACILITIES

AUDITORIUM

- The facility of an Auditorium with a seating capacity of over 600 people is allocated to both the Internal and External Users with prior written sanction from the Principal. The events organized in the Auditorium are:
- Cultural Events/ Annual Functions
 - Subject Exhibitions
 - Orientation Programmes
 - National Festivals etc.



CONFERENCE ROOM/SEMINAR HALLS

- Conference Room/ Seminar Hall is allocated for following purposes:
- Faculty and Staff Meetings by the Principal
 - Small Training Workshops for Faculty and Staff
 - Meetings of different College Committees
 - Meetings of Managing Committee
 - Seminars/ Workshops etc. organized with the help of funding agencies
 - Guest Lectures for Students, Faculty and Staff
 - Extension Activities /Activities by External Users



COLLEGE GROUNDS

College Grounds are normally used for College Events/Functions/Ceremonies like Convocation Ceremonies, Annual Functions etc. These grounds are also used by the Department of Physical Education for its athletes and players for "Practice" and for organizing Annual Sports Meet, Inter-College Sports Functions etc. However, it is allocated to External Users like Government Agencies and Organizations for activities like:

- Fairs/ Exhibitions
- State/ Division Level Functions like Independence / Republic Day or International Yoga Day Celebrations etc.
- Large Scale Value Oriented Programmes

COMMON ROOM

- College provides an exclusive “Common Room” to be used by the girl students of College.
- Girls can sit there during their vacant lectures.

HERBAL PARK

- The herbal park is part of College's efforts to protect and preserve the herbs from depletion and extinction.
- The main purpose of having this herbal park is to keep alive the country's traditional system of medicines.

CANTEEN

- A separate canteen block is built within college premises.
- This facility is outsourced to a caterer through a contract for providing hygienic, healthy and nutritious food at an economical rate.

AUTHORIZED USERS

- Library Space Facilities can be availed by External Users with prior permission of the competent authority. The librarian ensures that there is no misuse of the space by any user.
- The library facility is available every day during college working hours from 8:30 a.m. to 4:00 p.m. except on holidays.
- Indoor Gymnasium Facilities are also provided to Internal as well as External Users.

SPORTS FACILITIES

- Standard Athletic Track of 400 meters
- Badminton/ Table Tennis Indoor/Outdoor
- Kabaddi Indoor/ Outdoor
- Wrestling / Judo Indoor
- Hockey/ Netball/ Football/Basketball/Volleyball/ Throwball
- Boxing Ring and some other facilities are also provided for organizing various competitions. There are Two Basketball Courts and very well-maintained Playgrounds in the campus.
- Sports Facilities are made available to External Users when there are Inter-Collegiate, University Level or other State Level Sports Competitions.
- Players are provided with different essential sporting equipment and playing kits from college.
- The Utilization of Sports Facilities is coordinated by the Department of Physical Education in consultation with the competent authority, i.e., Principal.
- College hosts Annual Sports Meet/Inter-Collegiate Events and Other State Level Functions on the sports ground.

- The Rules of the Sports Facilities, designed by AIU/ Federation/ Association aim to serve as general guidelines to Internal and External Users.
- All Sports Facilities present in the campus are mainly used for Sports Education, Training and Competitions etc.

MUSEUM FACILITY UTILIZATION

- The Department of History (In consultation with the competent authority, i.e., Principal) provides this facility to give excellent knowledge regarding the subject of history.
- Archaeological collections of various ancient artifacts, tools, shells etc. of several great civilizations (For example, the Indus Valley Civilization) that have played significant roles in the whole history are of immense value.
- It really helps a lot to dive deep into the depths of the past to understand the social, political, cultural, educational and economic life of those ancient civilizations in a better way.

MEHTA HUKUM CHAND KUMAR WOMEN HOSTEL

- The facility of Girls' Hostel is provided with 30 comfortable rooms along with two Common Rooms that fulfil all the essential requirements of girl students.
- The hostel affairs are taken care under the guidance and supervision of 'Residential Warden.'
- Warden and other concerned authorities play significant roles in students' lives by taking special care of their necessities and giving them moral and emotional support.

GUEST HOUSE FACILITY UTILIZATION

- The Guest House is established exclusively for the purpose of providing the best accommodation that meets all the essential requirements.
- It serves as a 'Home away from home.'
- It is budget savior.

CODE OF CONDUCT FOR STUDENTS

- Every student is required to follow some instructions and disciplines for smooth organization of the various activities meant for their 'Personality Development.' The college expects the students to adopt a 'Goal - Oriented, Mature and Professional Approach' to their future and their general conduct around the college and studies. They must abide by the "Code of Conduct" as given below:
- Every student is required to wear his / her 'Identity Card' visibly / well - displayed at all times during college hours. Unable to produce the Identity Card, issued by the college or refusing to produce it 'On Demand' by Campus Security Guards or Other Authorities will be deemed an offence.
- Students are required to dress in a dignified manner that is appropriate and suitable for an Academic Environment.
- Students are not permitted to use the mobile phone within the corridors and classrooms.
- Students are expected to keep the campus neat and clean. Do not drop or leave litter around the college campus and put it into the dustbins provided everywhere.
- Students are expected to treat all members of the college community with honour, respect and courtesy.
- Students are not allowed to bring non - students/visitors on to the college campus. Unauthorized visitors should be immediately reported to a Member of the Staff / College Security Guards.
- Students should not loiter in the corridors / outside the class - rooms during the classes.
- Smoking, consumption of intoxicants (an alcoholic drink or drug), chewing of Tobacco, Pan Masala, Gutka etc., Gums and all such things are banned in all spaces throughout the college and immediately outside the college entrances.
- Students should not indulge in any anti - social or criminal activity within or outside college, which may tarnish the image of the college.
- Students are prohibited to use college facilities to send or view any obscene, offensive or illegal material.
- Students are expected to switch off the lights, fans and other electric equipment / gadgets when not in use.
- Stealing, Misusing, Defacing, Damaging or Destroying the college property will be severely dealt with.
- Indiscipline during any Activity / Function of the college will be viewed very seriously subject to exemplary punishment.

- Students are required not to interact on behalf of the college with media representatives or invite media persons on to the college campus without the written permission of the Principal.
- Students should read the 'College Notice Boards' daily on 'Entering' and before 'Leaving' the college and open their 'E - Mail Account/ College Mobile App Account' daily to get information regarding important instructions / orders issued by the Principal.
- Students should not waste 'Drinking Water.' Turn off the taps after the use. Do not leave the taps dripping or flowing.
- Misbehavior with girls will be considered as a serious case of 'Misconduct.' Give them priority while entering and leaving the classes without any obstruction.
- Students are expected to be 'Environment - Friendly' and 'Eco - Friendly.'
- Students are permitted to park their 'Registered Vehicles' on the 'Parking Zone' reserved for them only during college timings. The wearing of 'Helmet / Protective Headgear' is mandatory for 'Two-Wheeler Riders.'
- Organizing 'Meetings' and 'Processions' on the campus and immediately outside the entrances of the college without the written permission of Principal is strictly prohibited.
- Students will note every 'Notice', Media Gallery, Activity record and 'Circular' circulated on 'College Mobile Application.' Every type of information will be provided on this App.
- Students are expected to respect each 'Staff Member' of both 'Teaching and Non-Teaching Staff' of college. Bullying, assaulting, intimidating, or threatening any member of the 'College Community' will be treated as an offence. If any student fails to comply with the "Code of Conduct" or fails to observe any aspect of it, strict disciplinary action may be taken against her / him by the Principal.



“Human Life” is the most beautiful gift bestowed upon us by the Almighty Lord. It is necessary for us to realize the truth that this life is too short and fragile. Its unpredictability enables us to face the difficult challenges courageously. We strive to become the best version of ourselves, every single day. No doubt, nobody knows what the future will bring but a true human being is one who never loses hope and courage throughout the journey of life. Renowned American business magnate, industrial designer, investor and media proprietor, Steve Jobs had once aptly remarked, “Sometimes life hits you in the head with a brick. Don’t lose faith.” It is really very important for us to understand the significance of this wonderful boon of life. We must cherish the precious value of each and every single moment of our life by devoting ourselves wholeheartedly in doing something that truly matters.

Manohar Memorial (P.G.)College

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