



# PROSPECTUS

**2024-25**



**Admissions as per New Education Policy-2020**

## **Vision**

### **"Education for mitigating darkness"**

The dream that was visualized by socially conscious people of this town to have an educational institution which would cater to the needs and aspirations of people of this region has effectively been understood by everyone involved in it. The members of Managing Committee, the Principal, and the staff members are all whole heartedly engaged in the upliftment and development of this institution to bring overall development and growth of the students. Nurturing the students and their traits to effectively bring to the fore their hidden qualities and to make them responsible Citizens is at the core of the overall vision of this institution. The grooming of students coming from socially and economically weaker sections of the society and empowering them to compete with the resourceful sections has been dream by the visionary people engaged in realization of this dream.

## **Mission**

The institutional mission for which the entire team of this college is endeavoring is to equip our students with such qualities that they can confidently face the challenges in this globalized scenario. The power of knowledge which cannot be defeated has to be suitably and effectively imparted in our students. A student after passing three years of his academic pursuit should feel indebted to his alma mater for what he has attained and gained in all these years. Inculcating such feelings and sentiments based on the theory of karma is our mission for which we pray to God to shower upon us his blessing, making us march with the required zeal and dedication.

# OUR INSPIRING SPIRIT



**THE FLAME THAT CONTINUOUSLY  
GUIDES AND INSPIRES US...**

**LATE SH. MANOHAR BATRA**

**(1946-1967)**

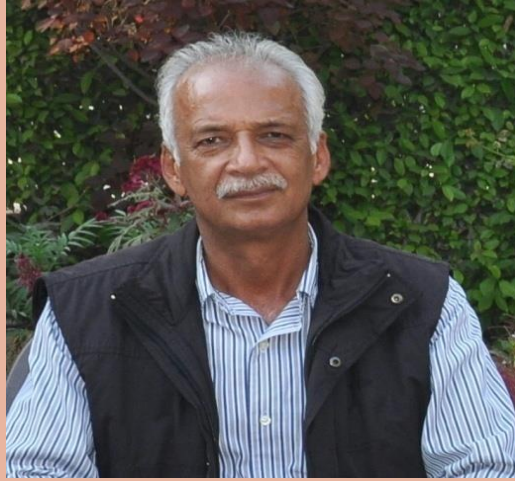
## OUR TORCH BEARERS



### 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.

**Sh. 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**

**Principal**

## 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.

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.

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.

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
➤ <b>Bachelor of Arts</b>	
• B.A. (General)	800
• B.A. in Punjabi (Single Major)	40
➤ <b>B.C.A.</b>	100
➤ <b>B.B.A.</b>	60
➤ <b>Bachelor of Science</b>	
• B.Sc. Physical Sciences	200
• B.Sc. Life Sciences	60
➤ <b>Bachelor of Commerce</b>	
• B.Com. (Aided)	80
• B.Com. (Self-finance)	290
➤ <b>Master of Arts</b>	
• M.A. (English)	50
• M.A. (Hindi)	40
• M.A. (Punjabi)	40
• M.A. (Economics)	40
• M.A. (History)	40
• M.A. (Political Science)	40
• M.A. (Music Vocal)	40
➤ <b>Master of Science</b>	
• M.Sc. (Physics)	40
• M.Sc. (Chemistry)	40
• M.Sc. (Mathematics)	40
➤ <b>Master of Commerce (M.Com.)</b>	60
➤ <b>Bachelor of Library Science (B. Lib.)</b>	40
➤ <b>PG Diploma in Yoga</b>	40



## **SUBJECTS OFFERED FOR B.A. STUDENTS**

- 1.** English
- 2.** Hindi
- 3.** Sanskrit
- 4.** Punjabi
- 5.** Mathematics
- 6.** History
- 7.** Political Science
- 8.** Economics
- 9.** Geography
- 10.** Music (I)
- 11.** Music (V)
- 12.** Home Science
- 13.** Public Administration
- 14.** Health & Physical Education
- 15.** Fashion Designing
- 16.** Journalism & Mass Communications
- 17.** I.T. (SEC)
- 18.** Environmental Science(VAC)

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

# WHOM TO CONSULT

- |  |                       |
|--|-----------------------|
| 1. Bursar / Online Banking<br>Attestation and Character Certificate Signature (Arts)<br>Co-Ordinator, YRC<br>Earn While Learn Scheme   | Dr. Minakshi Kohli    |
| 2. In-charge, SC/BC Cell<br>Attestation and Character Certificate Signature (Commerce)<br>In-charge, Time Table (Commerce)   | Sh. Devinder Kumar    |
| 4. Literary & Fine Arts<br>Legal Literacy Cell<br>Mentorship In-charge   | Mrs. Jyoti Nagpal     |
| 5. Cultural Activities<br>Women Cell   | Dr. Seema Sharma      |
| 6. NSS Programme Officer (Girls)<br>Complaints of Sexual Harassment (Anti- Ragging/internal<br>Complaint Committee)<br>Attestation and Character Certificate Signature (Science) | Mrs. Pratibha Makhija |
| 7. Beautification of College Campus<br>Maintenance Manohar Smriti Notice Board & Voca-booster  | Dr. Tripta Mehta      |
| 8. Career Guidance and Placement Cell<br>Swami Vivekananda Youth Cell<br>Remedial Classes and Best Practices<br>Research, Innovations and Extension                              | Dr. Robin Anand       |
| 9. NCC (Girls)<br>Hostel Warden/ Girls Canteen/Girls Common Room<br>Educational Tour   | Dr. Rajni Verma       |
| 10. In charge, Admission Overall (UG/PG)<br>Voter Card/Bus Pass/ Driving License /Passport/ Family ID  | Dr. Sumangla Vashisht |

Ek Bharat Shrestha Bharat

News/Press Note

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|---|----------------------|
| 11. NCC (Boys)<br>Certificate Course in Banking & Financial Service<br>Nodal Officer, AISHE   | Mr. Vinod Kumar      |
| 12. In charge, College Discipline<br>In charge Sports/ Playground/Open Gym  | Dr. Ram Gopal        |
| 13. In charge, College Library<br>Beti Bachao Beti Padhao<br>Campus Beautification & Cleanliness  | Dr. Sandhya Aggarwal |
| 14. Certificate Courses /Short Term/Add-on Course<br>Electricity/ Construction/ College Maintenance<br>MIS Portal                               | Dr. Surender Pal     |
| 15. Co-Ordinator, Internal Quality Assurance Cell<br>Controller of Exams<br>In charge, Time-Table and Workload (Arts)<br>Alumni Association     | Dr. Vijay Goyal      |
| 16. Nodal Officer, Admission & EDP<br>NSS Programme Officer (Boys)<br>Institution Innovation Cell<br>In charge, Time Table & Workload (Science) | Dr. Vikesh Sethi     |

## **NON-TEACHING STAFF**

- Mrs. Anu Jindal, Off., Deputy Superintendent
- Mr. Ramandeep Singh, Assistant Librarian
- Mr. Narinder Sardana, Clerk
- Mr. Jitendra Batra, Clerk, Exam Branch
- Mr. Gurpreet Singh, Restorer
- Mrs. Shalu Ahuja, Clerk
- Mr. Raj Kamal, Clerk

- Mr. Rajesh Kumar, Clerk Scholarship
- Mr. Subhash Chander, Clerk
- Mr. Narender Nagpal, Clerk
- Ms. Kavita Mehta, Clerk
- Mrs. Mangita Rani, Clerk
- Mr. Rajesh Kumar, Technical 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
  - Subject Exhibitions
  - Orientation Programmes
  - Annual Functions
  - National Festivals etc.

### **CONFERENCE ROOM**

- Conference Room is allocated for following purposes:
  - Faculty and Staff Meetings by the Principal
  - Small Training Workshops for Faculty and Staff
  - Placement Drives for Students
  - Meetings of different College Committees
  - Meetings of Managing Committee

### **SEMINAR ROOMS / HALLS**

- Seminar Room/Hall is allotted according to the following priorities:
  - Seminars/ Workshops etc. organized with the help of funding agencies
  - Guest Lectures for Students
  - Guest Lectures for 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.



## **RAJIV GANDHI LIBRARY**

- 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.

## **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.

## **SPORTS FACILITIES UTILIZATION**

- 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.
  - 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.
  - Indoor Gymnasium Facilities are also provided to Internal as well as External Users.
- **The major Sports Facilities are the following:**
    - 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.

## **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.

## **GIRLS' HOSTEL FACILITY UTILIZATION**

### **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.
- Organizing 'Meetings' and 'Processions' on the campus and immediately outside the entrances of the college without the written permission of Principal is strictly prohibited.
- 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.'
- Students will note every 'Notice' 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.