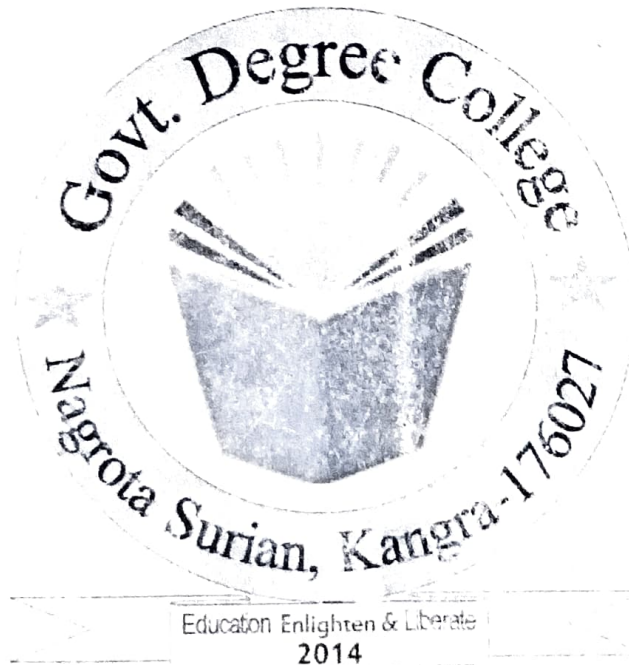


PROSPECTUS

cum
Admission Form

Sr. No.

Session 2015-16



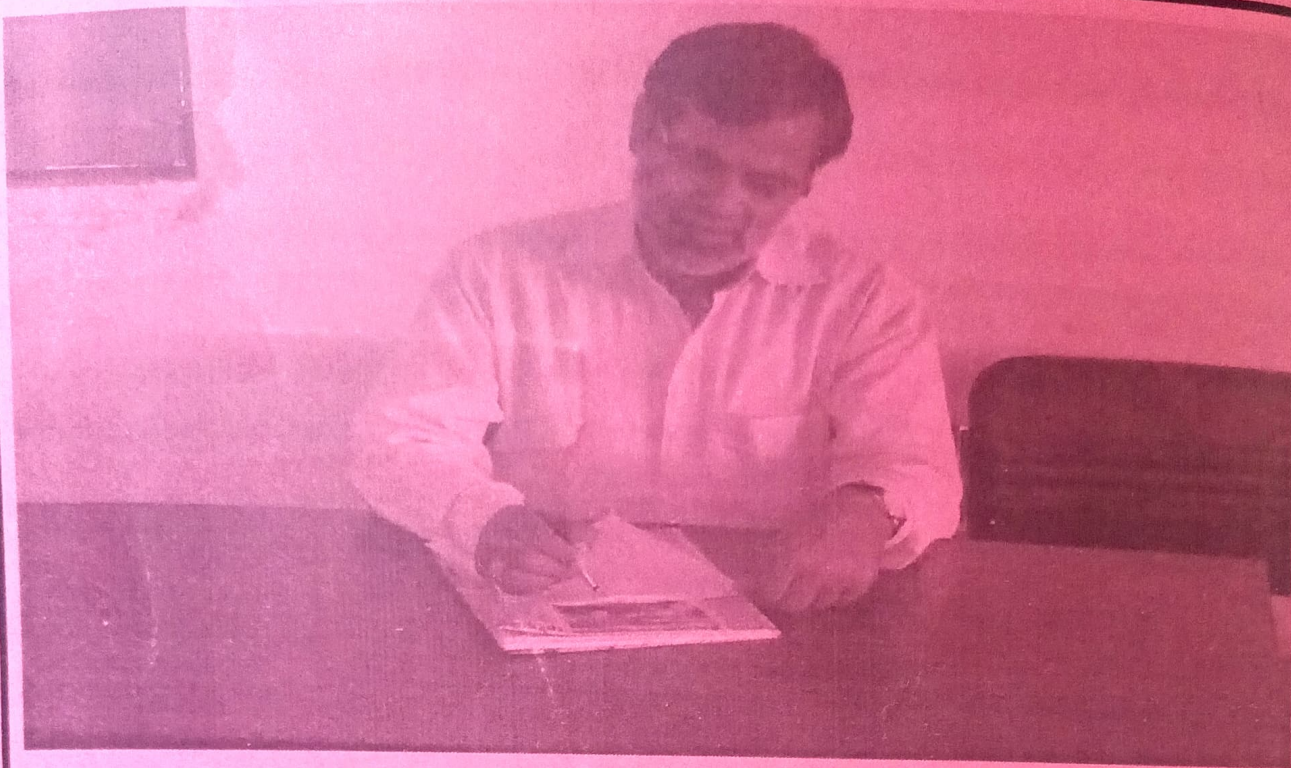
Govt. Degree College

Nagrota Surian, Distt. Kangra (H.P.) 176027

Email : gcnagrotasuriyan-hp@nic.in

Phone No. 01893-265064

मूल्य 50 रु०



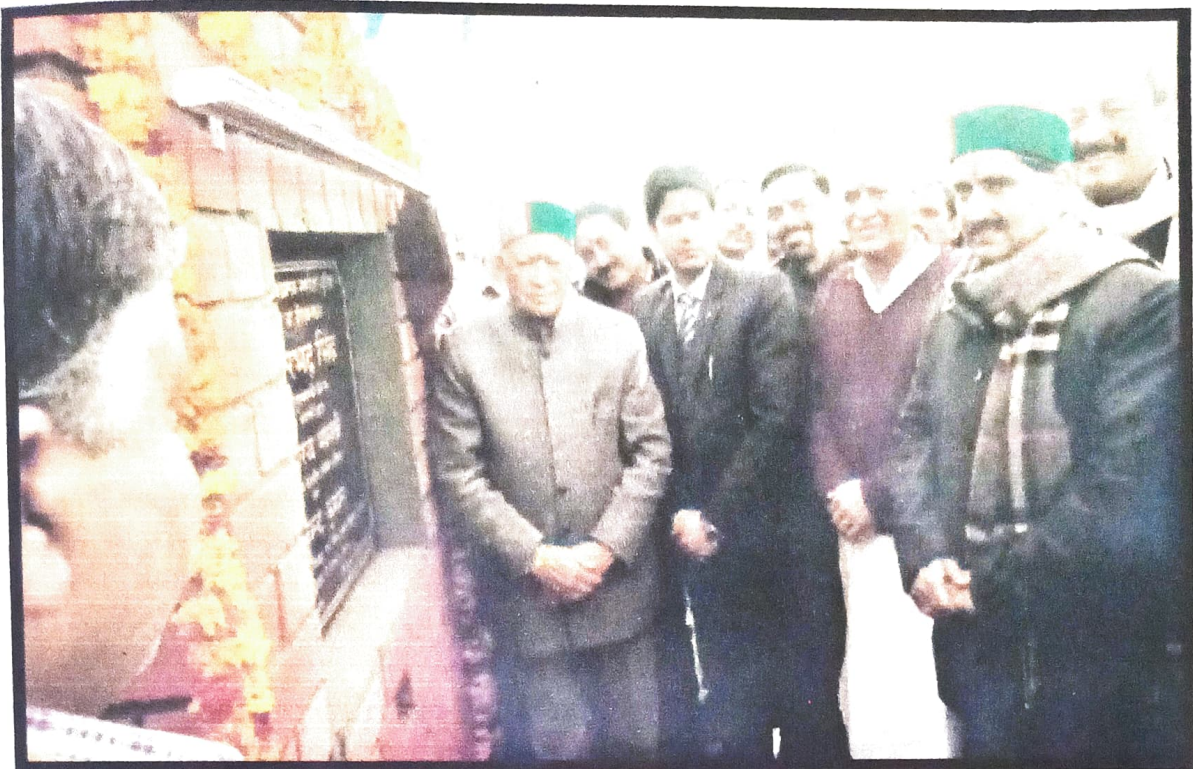
प्राचार्य की कलम से

प्यारे विद्यार्थियो,

शिक्षा व्यक्ति का ऐसा आभूषण होती है, जो उसके आन्तरिक गुणों का विकास करके उसे सभ्य एवं सर्वगुण सम्पन्न बनाती है। शिक्षित व्यक्ति अशिक्षित लोगों की तुलना में अधिक जागरूक, संवेदनशील एवं अधिक कार्यकुशल होता है। अतः प्रत्येक को शिक्षा के महत्व को समझना चाहिए। शिक्षा ही मानव की उन्नति का मूल मन्त्र है। ज्ञान जहां व्यक्ति को उसके कर्तव्यों एवं दायित्वों के प्रति सचेत करता है, वहीं समाज में सुरक्षा व सम्मान का आधार भी बनाता है। शिक्षण संस्थान इस ज्ञान प्राप्ति के स्रोत हैं। शिक्षण संस्थानों को दूसरे अर्थों में मानव निर्माण की कार्यशाला भी कहा जा सकता है। अन्य औद्योगिक वर्कशाप में तो वस्तुओं का निर्माण होता है लेकिन शैक्षणिक वर्कशाप में 'मानव निर्माण' किया जाता है। मैं समझता हूं कि इस मानव निर्माण की कार्यशाला में आप जब तक रहें, इसके समस्त उपकरणों का सदुपयोग करें ताकि आपके व्यक्तित्व व चरित्र का उचित निर्माण हो सके और आप अच्छे नागरिक बनकर देश के विकास में सकारात्मक भूमिका निभा सकें। मेरा आप सभी छात्र-छात्राओं से तथा आपके अभिभावकों से आग्रह रहेगा कि आप सब जीवन में शिक्षा की आवश्यकता को समझें और यह बड़े हर्ष की बात है कि प्रदेश सरकार ने इस क्षेत्र में शिक्षा का उच्च संस्थान खोल कर यहां के क्षेत्रवासियों पर बड़ा उपकार किया है। सरकार की इस अनुपम देन के प्रति कृतज्ञ होकर आप सभी इस शिक्षण संस्थान को सजाने व संवारने में कॉलेज प्रशासन को भरपूर सहयोग दें।

हार्दिक मंगलकामनाओं सहित,

डा० एच० एल० धीमान
कार्यकारी प्राचार्य



कालेज भवन के शिलान्यास के अवसर पर उपस्थित माननीय मुख्यमन्त्री श्री वीरभद्र सिंह, श्री नीरज भारती, श्री चन्द्र कुमार, श्री केवल सिंह पटानियां, शशि भूषण शेखड़ी शिक्षा निदेशक व अन्य गणमान्य लोग ।



माननीय मुख्यमन्त्री श्री वीरभद्र सिंह व श्री नीरज भारती मुख्य संसदीय सचिव (शिक्षा) हि०प्र० कालेज भवन के शिलान्यास के अवसर पर भूमि पूजन करते हुए ।

FACULTY OF THE COLLEGE

Principal

Vacant

Humanities

- | | | |
|----------------------|---|------------------------------------|
| 1. Hindi | Dr. H.L. Dhiman (Officiating Principal) | Ph.D., Dip. in Translation., PGJMC |
| 2. English | Prof. Nishant | M.A., M.Phil. |
| 3. Political Science | Prof. Vishawjeet Singh | M.A., M.Phil. |
| 4. History | Prof. Surender Singh Guleria | M.A., M.Phil. |
| 5. Economics | | Vacant |
| 6. Sociology | | Vacant |

Commerce

- | | | |
|----------------------|--|-----------------|
| 1. Prof. Amrish Ghai | | M.Com., M.Phil. |
| 2. Vacant | | |

Librarian

1. Vacant

Non-Teaching

- | | |
|---------------------------------------|--------------------|
| 1. Sh. Kewal Krishan | Suptdt.Gr II |
| 2. Sr. Assistant | Vacant |
| 3. Rajesh Kumar | Clerk |
| 4. Clerk | Vacant |
| 5. Sh. Joginder Singh | Peon cum Chowkidar |
| 6. Sh. Baishakh Chand (on Deputation) | -do- |
| 7. Sh. Krishan Kumar (on Deputation) | -do- |
| 8. Peon cum Chowkidar | Vacant |
| 9. Peon cum Chowkidar | Vacant |

INTRODUCTION

Nagrota Surian, a Sub-Tehsil Headquarter under Sub Division Jawali in District Kangra is situated on State Highway No.-22 Jawalamukhi-Dehra-Jawali. It is densely populated town, and a Block Head Quarter of 48 Gram Panchayats. The historical & strategically significant narrow gauge railway track Pathankot-Joginder Nagar also passes through this town. The town is at a distance of 9 Km from famous rock temple Masrur touching the Ramsar International wet land. This wetland is main attraction for the domestic as well as oversea tourists. The various species of the migratory birds come to this area all the way from different part of central Asia during winters. Prior to this man made water body (PONG DAM LAKE) this valley was known as Haldoon Ghati.

There had been a demand for opening an institute of higher education so that children mainly belonging to Pong Dam Oustees could also acquire higher education. This demand was accepted by the Govt. in the year 2013 and Hon'ble Chief Minister announced opening of Government Degree College at Nagrota Surian on 3rd March, 2013 in a Public Meeting at Jawali. Accordingly Government of Himachal Pradesh issued Notification No. EDN-A-Ka (1)-1/2014 Dated 15th January, 2014 establishing a Degree College at Nagrota Surian. This college started functioning from June, 2014 with the enrollment of 113 students. Out of 113 enrolments 98 were girl students, which is a glaring example of initiation of women empowerment in this area. This college has the distinction of enrolling highest number of students amongst 14 newly opened college in the State during the year 2014, Presently the college is running from old Science Block of Govt. Senior Secondary School Nagrota Surian with Arts and Commerce streams.

The Education Department has acquired 50 Kanal of Land in village Bantungli adjacent to Nagrota Surian. The foundation stone of proposed college building has been laid down by the benevolent hands of Hon'ble Chief Minister on 17th February 2015 in the gracious presence of Sh. Neeraj Bharti, Hon'ble Chief Parliamentary Secretary Education and local MLA. The college has been sanctioned 19 posts of Arts & Commerce faculty including non-teaching. The newly established college is now catering the educational needs of the people mostly belonging to deprived classes and economically weaker sections especially girl students.

Admission Schedule :

- | | | |
|----|--|--|
| 1. | 11 June to 20 June | Without late fee. |
| 2. | 21 June to 30 June | With late fee @ Rs. 10 per day, |
| 3. | Open House/Counselling Sessions/Awareness Sessions | 10th June till the closure of admissions |

Vacation Schedule :

- | | | | |
|----|------------------|--|---------|
| 1. | Summer Break : | 20th May to 9th June | 21 Days |
| 2. | Festival Break : | Two Days before Diwali and for maximum | 13 Days |
| 3. | Winter Break : | 1 January to 31 January | 31 Days |

Teaching Schedule :

To achieve 180 days of teaching through out the year as per U.G.C. guidelines following weeks will be utilized for teaching work.

1st and 3rd Semester

June	1 Week
July	4 Weeks
August	4 Weeks
September	4 Weeks
October	3 Weeks
Total	16 Weeks

2nd and 4th Semester :

The regular teaching of 2nd and 4th semester will commence from last week November as under

November	1 Week
December	4 Weeks
February	4 Weeks
March	4 Weeks
April	1 Week
Total	14 Weeks

University Examination Schedule :

1st semester & 3rd semester : 20 days for theory examination ending in the 3rd week of November.

2nd & 4th semester : 20 days for theory examination ending in the 2nd week of April followed by the 1st week of May.

Various Committees for the year 2015-16

Admission Committee :

1. Dr. H. L. Dhiman
2. Prof. Vishwajeet Singh
3. Prof. Amrish Ghai
4. Prof. Nishant
5. Prof. Surender Guleria

College Advisory Committee :

1. Dr. H. L. Dhiman
2. Prof. Vishwajeet Singh
3. Prof. Amrish Ghai
4. Kewal Krishan (Suptt.)

Anti Ragging Committee :

1. Prof. Nishant
2. Prof. Surender Guleria

Scholarship Committee :

1. Prof. Vishwajeet Singh
2. Prof. Nishant
3. Rajesh Kumar (Clerk)

RUSA Co-ordination Committee :

1. Prof. Vishwajeet Singh
2. Prof. Surender Guleria

Career & Guidance Cell :

1. Dr. H. L. Dhiman
2. Prof. Vishwajeet Singh
3. Prof. Amrish Ghai

Library Committee :

1. Prof. Vishwajeet Singh
2. Prof. Amrish Ghai
3. Prof. Nishant
4. Prof. Surender Guleria
5. Rajesh Kumar (Clerk)

Property Incharge :

1. Kewal Krishan (Supdt.)
2. Rajesh Kumar (Clerk)

Cultural Committe :

1. Prof. Amrish Ghai
2. Prof. Surender Guleria

College Bursar :

1. Prof. Amrish Ghai

CALANDER OF ACTIVITIES : 2015-16

1. Regular Classes.....21-06-2015
2. PTA General House.....July/August, 2015
3. CSCA Election.....As per University Schedule
4. Last Date of submission of scholarship forms.....30th September, 2015
5. HPU Youth Festivals.....As per University Schedule
6. Academic and Cultural Workshop.....November, 2015
7. Admission for 2nd and 4th Semester.....November, 2015
8. College Athletic meet.....November, 2015
9. First Mid Term Examination.....August, 2015/Feb., 2016
10. Second Mid Term Examination.....October, 2015/April, 2016
11. Winter-Vacation.....1st Jan. to 30 Jan. 2016
12. Annual Prize distribution function.....March, 2016
13. University Term End examination
(semester system). November, 2015 & June, 2016

Admission Rules (General)

1. Admission to various classes will be made on the recommendation of the admission committees constituted for the purpose under rules of H.P. University, Shimla.
2. Any gap of one year or more in the academic career of an applicant must be supported by documentary evidence / affidavit as a proof of his / her activities during the period of gap.
3. An applicant who has passed Intermediate from Hindi Sahitya Samelan, Allahabad or Prabhakar are not eligible for admission.
4. The Principal reserve the right to disallow or cancel the admission.
5. The application form must be completed in all respects alongwith the following documents:
 - i) Character certificate from the institution last attended.
 - ii) Attested copies of detailed marks sheet of the previous examination passed.
 - iii) Attested copy of matriculation / date of birth certificate.
 - iv) Two identical recent passport size photographs of the candidate.
6. A student must produce original certificate at the time of admission.
7. Candidates coming from boards / universities other than H.P. board of school education, Dharamshala / H.P. University, Shimla; must submit migration certificate at the time of registrations to H.P. University.
8. Rules for admission are subject to change by H.P. University.
9. The admission of a student is liable to be cancelled in case he/ she furnishes incomplete / wrong / false information or conceal the facts. Disciplinary action may also be taken against such candidate.
10. In spite of the eligibility for admission, the Principal, can refuse admission if the conduct of the student has not been up to the mark during previous years.
11. Those candidates who have passed 10+2 from NIOS, New Delhi will have to submit ORIGINAL certificates and migration certificate at the time of admission.

Procedure of Admission:

1. Read instructions and eligibility conditions carefully.
2. **The form should be filled in by the prospective student only in his / her own handwriting.**
3. Arrange attested copies of all required documents and paste your recent passport size photographs at the specified places.
4. New students should bring the latest character – certificate of the institution last attended.
5. A student will have to appear before the admission committee with duly complete admission form and the original certificates.
6. Don't hesitate to seek guidance from any member of the staff in case of any difficulty.
7. Move about peacefully and stand in queue if there is rush.

Eligibility for Admission:

A student who has passed 10+2 examination or an equivalent course can get admission in the 1st Semester of 'Three Year Degree Course of B.A., B.Com. spread in a total of six semesters' if he/she fulfils the eligibility conditions, as given below:

1. Applicant must not be more than 23 years of age as on 01.07.2015 (25 years for girls). However, in case of overage applicant, the Vice – Chancellor may allow a concession upto 6 months. In case of schedule caste/schedule tribe candidate, a concession of 3 years is allowed as per rules.
2. The minimum percentage for admission in various classes is as under:
B.A.-1st semester: 33% (however, admission will be made on merit basis for each Major subject)
B.Com.-1st semester: 45% (however it is 40% for those who have passed 10+2 from Commerce stream and for girls candidate it is 33%).
3. A candidate seeking admission to B.Com.-1st semester must have studied Commerec/ Mathematics/Economics as compulsory subjects at 10+2 level.
4. A candidate who have not appeared / passed English as subject at 10+2 level shall not be eligible for admission to B.A.-1st semester.
5. A candidate having passed 10+2 examination in four subjects (including English as one of the compulsory subject) from any Indian University / board recognised by law can seek admission.
6. Admission is open to an applicant who has any degree from a foreign university (recognised by AIU or the H.P. University Shimla).
7. **If a candidate is placed under compartment in 10+2 or in an equivalent examination, he/she will not be allowed to take admission.**
8. A student who has passed 10+2 from vocational stream or computers will be given admission in B.A.-1st semester only.
9. A student with result R.L. / R.L. (U.M.C.) / C.S. will not be given admission in the college.
10. Limited numbers of students (60) will be admitted in each MAJOR course.
11. Roster system will be followed for admission in 1st semester of B.A/B.Com.
12. First merit list of candidates along with waiting list (those who have applied for admission in a particular major subject) will be displayed on the college notice board and he/she has to deposit admission fee within a particular date & time (which will be mentioned on the notice board).
13. If a candidate fails to deposit admission fee within a particular date & time, he/she will not be considered as admitted in his/her opted major subject. Also his/her candidature for preparation of second merit list (if any vacancy exists shall stand cancelled) and candidate in waiting list will be considered for admission on the fulfilment of above condition.

Note: Admission is open for all college students on Roll on Basis, who are otherwise eligible without waiting for the final result. Roll on system means the student who has appeared in the 1st Semester will go to the 2nd Semester as per the schedule without waiting for the result of the 1st semester. However, he/she will have to fulfil all the formalities laid down by the college authorities like filling up of the admission form and depositing the prescribed fees. This will help to start the regular teaching of 1st semester in time (i.e. w.e.f. from 21 June 2015 to November, 2015).

Choosing Programme Study Courses (under C.B.C.S.):

a) At the time of admission each student will identify a **Major (main)** subject in which he / she will concentrate and two **Minor (allied)** elective subjects whom he / she would choose to study.

b) Major would be the subject in which the student will have to take **core courses (hard and soft core and / or elective)** as defined below prescribed by the concerned UG Board of Studies and the Faculty.

c) Major once identified would not be changed unless the student quits a programme and joins a new programme.

d) Minor, on the other hand, would be the subjects that would be chosen by the student out of a number of subject combinations given below.

Programmes / Subject Combinations Offered (Depending upon infrastructure and faculty available) under C.B.C.S.:

Major subject	Minor Subject,.....other subject combinations.....
English	Political Science, History, Economics, Sociology
Hindi	Political Science, History, Economics, Sociology
Political Science	History, Economics, Sociology, Hindi, English
History	Political Science, Economics, Sociology, Hindi, English
Economics	Political Science, History, Sociology, Hindi, English
Sociology	Political Science, History, Economics, Hindi, English
Commerce	Management, Economics

GIH COURSES OFFERED (under C.B.C.S.): From following subjects

1. Professional Writing (Eng GI 1102)

2, Economics Terminology

COMPULSORY SKILL BASED COURSES OFFERED(under C.B.C.S.):

1. Functional Hindi
2. Functional English

COMPULSORY COURSES OFFERED (under C.B.C.S.):

1. Compulsory English
2. Compulsory Hindi
3. History of Himachal Pradesh: Past, Present and Future.
4. Constitution of India. 5. Social Science.

Under the CBCS system, the student has considerable freedom in the choice of courses one wishes to study. Except for the compulsory and core courses of the subject of his/her 'Major', he/she is free to choose courses of his/her choice.

- A student majoring in English will NOT opt for Compulsory English.
- A student majoring in Hindi will NOT opt for Compulsory Hindi.
- A student majoring in Sociology will NOT opt for Compulsory Social Science.
- A student majoring in Political Science will NOT opt for Compulsory Indian Constitution.

All the compulsory courses will be of three credits each. Thus, a maximum of $3 \times 6 = 18$ credit hours will be accumulated by a student by passing compulsory courses.

A minimum of three compulsory courses ($3 \times 3 = 9$ credits) will have to be passed by each UG student to qualify for the UG Degree.

In these subjects the student will be required to accumulate a certain minimum number of credits in order to qualify for the UG degree.

The following table gives a summary of the under graduate programme :

Sr. No.	Course Component	Number of courses		Credit per course	Total credits	
		Minimum	Maximum		Minimum	Maximum
1.	Compulsory courses	3	6	3	9	18
2.	Major core courses	14		4	56	
3.	Minor Elective courses	10	13	4	40	52 or more
4.	General interest / Hobby courses	1	3	1 to 3	1	9
Total		28	36	1 - 4 (variable)	106 or more	135 or more

For the Degree(B.A. / B.Com.) under C.B.C.S.:

- a) Not more than three attempts will be allowed to pass a course.
- b) The Programme or a Course of Study opted for by a student is considered to have been completed when the student accumulates the requisite number of credits-at least 120 credits for an under graduate degree.

Accumulation of Credits: A student accumulating less than the required number of credits (i.e. less than 120 credits) for the award of a UG degree will have to make up for the discrepancy by taking more compulsory courses (if he / she has not already taken the maximum permitted compulsory courses) or elective courses or GI & H courses as the case may be.

Note: At the end of the programme, if a student has accumulated more than the required number of credits (i.e. more than 120 credits) for the award of a UG degree, he / she will be considered for the following

- a) **Major with Emphasis**(to be decided by the Committee) when there are at least 15 credits in excess with a minimum of 'A' grade.
- b) **Double Major**(second major to be decided by the Committee) when there are at least 30 credits in excess with a minimum of 'A' grade.

However, on the other hand, such students who, due to any reason, are not able to complete the UG programme (i.e. are not able to accumulate 120 credits), will be considered for the following:

- a) **Certificate** in the Major Subject, if he / she has accumulated at least 48 credits in total with at least 16 credits in Core Courses.
- b) **Diploma** in the Major Subject, if he / she has accumulated at least 96 credits in total with at least 32 credits in Core Courses.

Students Course wise Continuous Comprehensive Assessment (CCA) and Evaluation(under C.B.C.S.):

All courses (Compulsory, Core, Elective, and GI & H courses) involve an evaluation system of students that has the following two components:-

- (i) Continuous Comprehensive Assessment (CCA) accounting for 50% of the final grade that a student gets in a course; and
- (ii) End-Semester Examination (ESE) accounting for the remaining 50% of the final grade that the student gets in a course.

(i) **Continuous Comprehensive Assessment (CCA)**: This would have the following components:

a) **Classroom Attendance Incentive**: Those having greater than 75% attendance (for those participating in Co-curricular activities, 25% will be added to percent attendance) will be awarded CCA marks as follows:-

e" 75% but < 80% 1 marks

e" 80% but <85% 2 marks

e" 85% but <90% 3 marks

e" 90% but < 95% 4 marks

e"95% 5 marks

b) **Mid-Term (Minor) Tests** – There will be two mid-term tests, covering the syllabus after the first test. Each of these mid-term tests will be for 15 marks.

c) **Seminar / Assignment / Term Paper** – The remaining 15 marks of the CCA will be awarded on the basis of seminar / assignment / term paper etc. that the course teacher might give to the students.

(ii) **End-Semester Examination (ESE)**: The remaining 50% of the final grade of the student in a course will be on the basis of an end-semester examination (ESE) that will be for three hours duration and will be covering the whole syllabus of the course. For the Odd Semesters the ESE will be in the month of October / November and for Even Semesters it will be in the month of May/June.

A candidate who does not pass the examination (ESE) in any course(s) (or due to some reason is not able to appear in the ESE, other conditions being fulfilled, and so is considered as 'Fail'), shall be permitted to appear in such failed course(s)' ESE in the subsequent ESE to be held in the following October / November or May/June as the case may be.

Centre for University Exam :- Govt. Degree College, Nagrota Surian
(For Regular Students Only)

FUNDS AND FEE TO BE PAID AT THE TIME OF ADMISSION:

Various Funds		TDC I		TDC II	
		1 st /2 nd Semester		3 rd /4 th Semester	
SN	Head	Boy	Girl	Boy	Girl
1.	Admission Fee	25	25	25	25
2.	Tuition Fee	300	0	300	0
3.	Univ. Regd. Fee for the candidates who has passed their lower exam other than HP Board	200+20	200+20	0	0(400+20)
4.	Continuation Fee	0	0	10	10
5.	Holiday Home Fund	1	1	1	1
6.	Univ. Sports Fee	15	15	15	15
7.	Youth Welfare Fund	15	15	15	15
8.	Scout & Guide Fund Per Annum	60	60	60	60
9.	Building Fund (P.A.)	120	120	120	120
10.	Library Security Refundable	100	100	0	0
11.	Sports Fund Per Annum	240	240	240	240
12.	Amalgamated Fund Per Annum	300	300	300	300
13.	Identity Card	10	10	10	10
14.	Student Aid Fund Per Annum	02	02	02	02
15.	Campus Development Fund (P.A.)	10	10	10	10
16.	College Magazine	50	50	50	50
17.	Computer and Internet Facility (P.A.)	2	20	20	20
18.	Cultural Activities Fund (P.A.)	2	20	20	20

SN	Head	Boy	Girl	Boy	Girl
19.	Furniture Repair Fund (P.A.)	10	10	10	10
20.	Health Fund	6	6	6	6
21.	Mid Term/Examination (P.A.)	80	80	80	80
22.	Book Replacement Fund (P.A.)	25	25	25	25
23.	University Development Fund* Per Annum	500 for Gen 250 for BPL/ IRDP** students	500 for Gen 250 for BPL/ IRDP** students	500 for Gen 250 for BPL/ IRDP** students	500 for Gen 250 for BPL/IRDP students

* As per HPU Notification dated 15 Oct 2014 & recommendation of Executive Council (HPU) dated 30.07.2014.

** Subject to Production of latest BPL/IRDP certificate.

Important Points:

1. Late admission fee will be charged as Rs 10 per day till the final closing of the admission date after official due date.
2. Examination fee will be charged as per the directions of HP University. The candidate himself/herself can deposit the same in the bank also after registering themselves on the university website with due permission of college administration.

Notes:-

1. Fee once deposited will not be refunded.
2. Rs 500/- will be charged (annually) extra towards PTA fund at the time of admission. If two real brothers/sisters are studying in the college, only one will have to contribute towards PTA fund.
3. 100/- will be charged extra from students Migrating from other colleges ICDEOL on account of library security and Rs. 500 as migration fee.
4. Examination and tuition fees for six months will be charged as second installments in the months of Oct./Nov. 2015.

5. Fine if any from the student will be collected in the month of Nov./April 2015.
6. Tuition fee will not be charged from Himachali girls students. Girls claiming fee exemption will have to submit Himachali bonafied certificate.
7. Students having more than 40% disability are exempted from tuition fee.
8. Library security & registration fee will be charged only from fresh students.
9. Continuation fee will only be charged from old students.
10. Change in fee structure is subject to approval of the Govt. of H.P.

Fine and Penalties

1. a) Every student must pay the dues on the dates notified from time to time.
b) A student have to pay the dues for 12 months at the time of admission except tuition fee which will be charged for 6 months at the time of admission and of remaining 6 months in the month of October/November.
c) Failure to pay dues on due date will entail a fine of 20/- in case of non-payment of dues within 30 days the name will be struck off from the college rolls.
2. The name of the student will be struck off from the college-roll if he/she remains absent in any subject without any leave for 10 days.
3. Every student will have to procure No-Dues Certificates from the Library/N.C.C./N.S.S./Sports/Fee-clerk if he/she wants to leave the college, if applicable.
4. The principal can expel a student from the college if he/she is found guilty of misconduct.
5. The security deposit will lapse if a student does not apply for refund within one year of leaving the college.
6. In case, the name of a candidate is struck off, re-admission is permissible within 10 days by depositing re-admission fee. The student must show the receipt to his/her teacher for the name to be entered in register immediately.
7. Details of Fine :
 - a) Absence from one period Rs.1/
 - b) Absence from Mid Term Examination. Rs.10/- per paper.
8. **Re-admission will be charged Rs. 100 for the first time and Rs.200 for the second time. If one's name is struck off for two times in a semester the candidate will not be readmitted again. Re-admission in the second time will be done on the recommendation of the parents only.**

Leave Rules for Students

1. A student can proceed on leave with prior permission from the Principal but the application should be signed by the parent/guardian and duly recommended by the tutor.
2. Leave upto three days shall be granted by the tutor and upto six days by the senior tutor.
3. Leave on account of illness must be accompanied by the medical certificate.

Migration

1. Migration of student from other college and vice-versa is governed by the University Rules.

The migrating student must bring with him/her :-

- a) Lecture attendance statement.
 - b) Character certificate from the Principal of the institution last attended and Director, ICDEOL, if he is ICDEOL student.
3. The first college is entitled to the tuition fee for the month in which the migration has been sanctioned and the second college is not entitled for tuition fee for the month or part thereof.
 4. No migration certificate will be issued unless the student is registered with the university.
 5. Rs. 500 will be charged as Inter college migration fee from regular/ICDEOL students as per notification NO. 3-28/94-HPU(Genl.)VOL-XIV Dated 24.12.14

Library

1. Since the college is running in a temporary accommodation, there is no library. However books of Rs 100000 are being purchased for the welfare of the students. out of Vidhayak Nidhi provided by Hon'ble Chief Parliament Secretary (Education) Sh. Neeraj Bharti.

C.S.C.A. Elections

C.S.C.A. elections are held strictly as per the J. M. Lyngdoh recommendations and H.P. university directions.

Career Guidance and Counselling Cell

The college has career guidance and counselling cell to provide valuable information and guidance to the students.

Internal Assessment

1. The 5% component of internal assessment on the basis of attendance will be accorded as per the following details.

Attendance	Marks
75-79%	1
80-82	2
83-85	3
86-88	4
89% or more	5

2. It is compulsory for every student to appear in the Mid Term Examinations. The 30% component of internal assessment will be awarded on the basis of marks obtained in the Mid Term examinations in each paper.
3. 15% marks will be awarded on the basis of seminar/assignment term end test.

NOISE POLLUTION

As per the orders of honourable High Court & direction of the Govt. & H.P. University, noise pollution caused due to slogan shouting & use of mobiles is strictly prohibited.

TUTORIAL GROUPS

The tutorial groups are formed and meetings are held to help the students in their personality development by inculcating moral values, quick and clear thinking, self confidence, independent thinking and decision making.

CO-CURRICULAR ACTIVITIES

The various clubs, societies etc. are formed to carry out the co-curricular activities during the session. The information is duly displayed on notice board.

SCHOLARSHIP

The various scholarships/stipends schemes are available for the following categories
Annual income limits :

1. **Scheduled Caste**
Scheduled Tribe

Other Backward classes

2. **I.R.D.P. Scholarship:** Only those students are eligible whose family has valid I.R.D.P. Certificate

3. Late Lala Jagdish Chand Mahajan Memorial Scholarship



Sh. Sanjeev Mahajan, a local resident of Nagrota Surian presently working as Law officer, State Election Commission Himachal Pradesh in memory of his father Late Lala Jagdish Chand Mahajan has instituted a scholarship of amounting 5000/- per annum to be awarded to the students securing top three positions in the Govt. Degree College, Nagrota Surian irrespective of stream / class as under.

1st Position :	Rs. 2500/-
2nd Position :	Rs. 1500/-
3rd Position :	Rs. 1000/-

These Scholarships will be awarded on the recommendation of college administration after their due satisfaction with regard to other conditions.

Conditions:

1. Failed student will not get scholarship.
2. Students who have compartment/Re-appear in lower class, will be eligible only after passing the lower exam. However they can apply.
3. The eligibility conditions can be modified by the H.P. Government at any time.

Note: All scholarships are applicable as per Govt. Instructions and eligibility condition issued from time to time.

DISCIPLINE AND RAGGING

1. a) Any act of Ragging in-college campus and around the campus will be severely dealt with ragging implies harassment, physical or mental torture to another student by individual student or a group of students.
- b) Following are the acts of misconduct & indiscipline and will be punished with either fine or suspension or both.
 - i) Writing obscenities/dirty words on black boards, walls or furniture.
 - ii) Loitering in verandas, making noise or trying to disturb classes.
 - iii) Smoking, taking drugs/alcohol, chewing gum etc. in the college campus.
 - iv) Bringing outsiders/miscreants and anti-social elements in the college campus.
 - v) Pasting posters on the wall or notice boards without prior permission of the Principal.
 - vi) Misbehaving with the teacher/staff or with fellow students in the college campus.
 - vii) Holding of any meeting in the college campus without prior permission of the Principal.
2. Every student should carry his/her identity card which is issued after admission. It should be shown/ produced on demand.

PARENT-TEACHER ASSOCIATION (P.T.A.)

Parent-Teacher Association is formed every year to assist the college authorities to undertake developmental activities and also to establish a link between parents and teachers for overall progress of the students.

PARENT-TEACHER ASSOCIATION
Govt. Degree College, Nagrota Surian (H.P.)

Email : gcnagrotasuriyan-hp@nic.in Ph.: 01893-265064

Membership Form-2015-16

1. Name of Student :
2. Class and Roll No. :
3. Father's Name :
4. Mother's Name :
5. Guardian's Name :
6. Address for
Correspondence :
- Ph. No./Mobile no. :

7. Name of student other than mentioned above (Brother/Sisters)

Sr. No.	Name of Student	Class	Roll No.	Relation
a)
b)

Signature of
(Parent/Guardian)

Membership Fee and Contribution details (for office use only)

Receipt No.	Amount	Dated
.....

PARENT-TEACHER ASSOCIATION
Govt. Degree College, Nagrota Surian (H.P.)

Email : genagrotasuriyan-hp@nic.in Ph.: 01893-265064

Membership Form-2015-16

1. Name of Student :
2. Class and Roll No. :
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5. Guardian's Name :
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Correspondence :
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7. Name of student other than mentioned above (Brother/Sisters)

Sr. No.	Name of Student	Class	Roll No.	Relation
a)
b)

Signature of
(Parent/Guardian)

Membership Fee and Contribution details (for office use only)

Receipt No.	Amount	Dated
.....

रैगिंग एक संज्ञेय अपराध है

रैगिंग से अभिप्राय है:-

किसी भी विद्यार्थी/विद्यार्थी समूह द्वारा काम/आचरण में अन्य छात्र/छात्र समूह को किसी प्रकार की शारीरिक, मानसिक भनक पहुंचाना, जो किसी विद्यार्थी/विद्यार्थी के मन में मस्तिष्क में आशंका उत्पन्न करती है कि वह अपना अध्ययन निर्भय तथा निर्बाध होकर जारी नहीं रख सकता/सकती है ।

भारत के माननीय सर्वोच्च न्यायालय के आदेशानुसार:-

1. रैगिंग संस्था में पूर्णतया प्रतिबन्धित हैं ।
2. रैगिंग में संलिप्त दोषी विद्यार्थी को निम्नलिखित सजाएं हो सकती हैं ।
 - (i) जुर्माना/कारावास दोनों ।
 - (ii) संस्था से निष्कासन/निलंबन अथवा जुमाने के साथ सार्वजनिक क्षमा याचना ।
 - (iii) छात्रवृत्तियों/अन्य लाभों पर रोक ।
 - (iv) सांस्कृतिक, खेलकूद/अन्य गतिविधियों में भाग लेने/प्रतिनिधित्व करने पर रोक ।
 - (v) परीक्षा परिणाम पर रोक ।
 - (vi) न्यायालय में अपराधिक अभियोजन ।
3. रैगिंग के दोषी विद्यार्थी की सजा तर्कसंगत रूप से कठोर होगी ।
4. रैगिंग में संलिप्त किसी विद्यार्थी की पहचान नहीं होती तो सम्बन्धित पूरे विद्यार्थी समूह को सजा दी जाएगी ।
5. रैगिंग के दोषी विद्यार्थी के चरित्र प्रमाण-पत्र/माइग्रेशन प्रमाण-पत्र पर एतत् सम्बन्धित प्रविष्टि भी की जाएगी ।
6. रैगिंग सम्बन्धित कोई भी शिकायत ऐंटि रैगिंग स्क्वॉड/समिति अथवा प्राचार्य तक एकदम पहुंचाए ।
7. अभिभावकों से अनुरोध है कि यदि उनका संरक्षित (Ward) रैगिंग के बारे में कोई सूचना देता है तो वे तुरन्त प्रशासन को रिपोर्ट करें ।

आपात् कालीन परिस्थितियों में निम्नलिखित दूरभाष पर संपर्क करें:-

- (क) प्राचार्य राजकीय महाविद्यालय नगरोटा सूरियां (कांगड़ा) 01893-265064
- (ख) टेल फ्री ऐंटि रैगिंग सहायता नं० 1800-180-5522 या 155222